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| First Aid Service Level Assessment  |
| First Aid Service - Licencing |
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# Purpose

To assess a first aid services ability to meet requirements under the *Non-Emergency Patient Transport and First Aid Services Act 2003* (the Act), Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021 and licence conditions, the Department of Health (the department) requires additional information to ensure first aid services can provide safe and quality care relevant to the nominated service level.

# Instructions

* Complete this document digitally
* DO NOT return handwritten copies
* Add rows to tables as needed

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| **Full name of applicant**  |       |
| **Trading name and address of First Aid Service provider**  |       |

## Event Types

Different event types carry varying risk profiles. Understanding the potential risk can inform the most suitable service level to ensure quality and safe patient care.

Please outline the anticipated event types your organisation will service. For example, motorsport, music festivals, local sport.

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*This information will not preclude first aid services from providing First Aid at event types not listed here. The first aid service is responsible for undertaking an event risk assessment to determine overall suitability to provide safe and quality care.*

## Staff Level

Outline the different clinical levels of staff (paid and volunteer). Where possible, indicate the current number of staff within each staff clinical level. For example - Registered Nurse, Registered Paramedic, First Aid Responder Level 3.

Refer to first aid services guidance sheet ‘[Developing Clinical Practice Guidelines’](https://www.health.vic.gov.au/patient-care/applying-for-a-first-aid-licence) for accepted first aid responder levels.

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| **Staff Clinical Level** | **Number of staff** |
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## Equipment

First Aid services must have suitable equipment to provide safe and quality care, relevant to the nominated service level and the organisation’s Clinical Practice Guidelines.

List key equipment under the relevant category heading. Indicate the number of the following pieces of equipment:

* Portable oxygen cylinders,
* Cardiac monitors,
* Automated External Defibrillators.

NB: This is not an extensive inventory or stock take. For example, do not list all size crepe bandages. Instead bandages and slings will suffice. Where equipment can cater for differing patient acuity please describe. For example, formable splint and traction splint.

It is expected the First Aid service will have other relevant consumables, e.g., syringes, cannulas. If your service does not have the required consumables or you are unsure, indicate this in the comments section

### Category: Regulation

All First Aid services are required to meet the First Aid Services Regulations 2021. Minimum equipment varies for the different service levels.

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| **Equipment** | **Yes / No** | ***# (if applicable)*** |
| Automated External Defibrillator |       |       |
| Injectable adrenaline device or adrenaline ampoules |       |       |
| Salbutamol pMDI *(intermediate and advanced only)* |       |       |
| Waste management - contaminated waste and sharps disposal |       |       |
| Patient transfer equipment *(intermediate and advanced only)* |       |       |
| Communication devices |       |       |

### Category: Patient Assessment

For example: blood pressure monitoring, thermometer, Sp02 monitoring

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| **Equipment** | ***# (if applicable)*** |
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### Category: Airway

For example: Oropharyngeal airways, Supraglottic airways, nasogastric tube

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| **Equipment** | ***# (if applicable)*** |
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### Category: Oxygen Therapy

For example: Portable oxygen, nebulised therapy

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| **Equipment** | **# *(if applicable)*** |
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### Category: Monitoring

For example: 12 Lead cardiac monitor +/- 12 lead diagnostic sign off, capnography

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| **Equipment** | **# *(if applicable)*** |
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### Category: Trauma

For example: Wound dressings (specify if carrying haemostatic), torniquets-including arterial, different splint types

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| **Equipment** | **# *(if applicable)*** |
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### Category: Medical

For example: Syringe pumps

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| **Equipment** | **# *(if applicable)*** |
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### Category: Miscellaneous

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| **Equipment** | **# *(if applicable)*** |
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### Comments

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