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| Equipment and Communication Devices |
| First Aid Sector |
| OFFICIAL |

# Reference

Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021, Part 9

# Introduction

First aid Service licence holders are required to provide equipment appropriate to their service level, this includes the provision of communication devices to staff members.

# Equipment

The first aid service must ensure there is external signposting that allows the first aid service station/s to be easily identified and located. The first aid service must also have the necessary equipment and supplies needed to provide first aid within their clinical scope. Table 1 outlines the minimum required equipment for each first aid service level.

Table 1: Minimum Equipment for each first aid service level

| Equipment | Basic | Intermediate | Advanced |
| --- | --- | --- | --- |
| Automated External Defibrillator | ● | ● | ● |
| Sanitiser and hand washing facilities | ● | ● | ● |
| Drinking water for patients and staff | ● | ● | ● |
| Waste management for   * Contaminated waste * Safe disposal of sharps | ● | ● | ● |
| Injectable Adrenaline device or  Adrenaline ampoules\*  *\*If staff member has the qualifications and is credentialled to administer* | ● | ● | ● |
| Salbutamol MDI spacer |  | ● | ● |
| Patient transfer equipment |  | ● | ● |

## Equipment Maintenance and Record Keeping

The First Aid Service is required to ensure all equipment used in the course of providing first aid to patients is kept in good working condition, in accordance with the manufacturer’s specifications.

An annual maintenance schedule is required to be developed for all equipment, including a record of the maintenance and any repairs. This record is required to be maintained for the lifespan of the equipment.

# Communication Devices

The first aid service must ensure that staff members always have access to communication devices. These devices should allow for easy communication with-

* The head office of the first aid service
* The event headquarters or person with overall command of the event
* Another health care provider, or the Ambulance Service
* Other emergency services

For further information, email [NEPT, First Aid and Investigations](mailto:NEPTFirstAidRegulation@health.vic.gov.au)

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