

Field Trip First Aid Guidelines

22 July 2009

Introduction

Field trip first aid arrangements are the responsibility of the area organising the activity. The number of first aiders and number and contents of first aid kits for field trips will be in accordance with these guidelines. The cost for training and kits will be borne by the area concerned.

Where the requirements for number and competency of first aiders for field trips are not regarded as practical, the reasons must be recorded on the [field trip project safety plan](#). If the risk assessment concludes that the work can be carried out at low risk without the above arrangements, the field trip arrangements must be authorised by the dean or head of school and an emergency communication plan must be drawn up and implemented.

Where a first aider is required on a field trip, the first aider in charge or person in charge of the field trip should ask all participants to complete an [Off Campus Activities Questionnaire](#) form for use in an emergency. Completion of the form is required, and confidentiality must be maintained.

Field trip first aider requirements

For field trips to places where emergency first aid or medical services are available, no first aiders are required (e.g. to factories, shops, hospitals). Where medical services are more than half an hour or 25–50 km away, Table 1 lists the required number of first aid officers (with basic first aid Level 2 or higher).

Table 1: Number of first aiders required for field trip more than 30 mins / 25–50 km from medical services

Number of participants	Number of first aiders required for field trip
up to 9	1 Level-2 (or higher) first aider. At least one first aider on a field trip more than 1 hour or 100 km from emergency medical services should have practical experience or training as a field trip first aider.
10 to 30	2 Level-2 (or higher) first aiders Whenever possible, if there is more than one first aider, they should travel separate vehicles
more than 30	as above plus an extra 1 Level-2 first aider for every additional 30 people or part thereof

Field trip first aid kit requirements

Field trip first aid kit contents should be as listed in Table 2. More than one kit may be required for field trips (e.g. one for base camp, one for each vehicle and one for each ground party). All vehicles and caravans used on field trips (excluding trips to other workplaces, e.g. factories) must travel with a first aid kit.

Table 2: Field Trip First Aid Kit Contents

Emergency Services telephone no.	4 crepe bandages, 5cm
Names of first aiders (participating in field trips)	4 pkts non-adherent pads (large)
Communication procedures for contacting first aiders	4 pkts gauze squares
Basic first aid notes (supplied with kit containers)	5 normal saline ampoules, 50ml
Survival handbook	2 chemical cold packs
Pen and note pad	2 litres of fresh water (if no onsite access to fresh water)
1 resuscitation mask	2 space blankets
1 box disposable gloves (50 pairs)	1 plastic kidney dish
1 set of disposable eye protection shields	1 pair shears (round-nose)
2 pkts adhesive plastic strips	1 pair stainless steel scissors
10 sterile eye pads	1 pkt safety pins
4 unmedicated sterile wound dressings (large)	2 rolls adhesive tape, 1.25cm (hypo-allergenic)
8 unmedicated sterile wound dressing (medium)	2 rolls zinc oxide tape, 7.5cm
12 unmedicated sterile wound dressings (small)	1 pkt disposable towels
4 triangular bandages (fabric)	1 plastic drinking vessel
3 heavy elastic bandages, 12.5cm	2 chux
4 crepe bandages, 7.5cm	2 large plastic bags

<p><u>To be included where first aider is appropriately trained:</u> 2 medi-palv puffer packs or equivalent 1 bottle Kao-magna</p>	<p><u>First aider clean up</u> (First aider should draw water and wash over dry land i.e. not in a watercourse) 1 nail brush 1 bar antiseptic soap (or the like)</p>
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The first aid equipment carried on field trips must be limited to that necessary for reasonably foreseeable circumstances given the competence of field party members in first aid. It must be reasonably portable (light and compact) so as to interfere minimally with the carriage of necessary research and camping equipment and supplies. It must be durable (case and packing) as it may have to survive and remain sterile in adverse conditions.