

SOP 7.04 – First Aid Equipment

Section 7 – Gear and Equipment Requirements

Page 1 of 2

Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in the usage and maintenance of first aid equipment.

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in operating and maintaining first aid equipment.

Policy Statement

LSV requires all members to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to first aid equipment.

Definitions

Name	Definition
LSV	Life Saving Victoria

S
O
P
7.04

Procedure

Start-of-day Checks

- Check all equipment has been cleaned and is fully operational.
- Ensure there is back-up equipment available.

End-of-day Checks

- Clean and check all stocks and equipment.
- Notify club/service officers if replacement of any equipment utilised is required.

The equipment is to be contained in the first aid room and first aid kits must meet the minimum requirements as outlined in the Gear Inspection and Audit Requirements.

Reference	
Related Documents	SOP 7.01 - Gear inspection and Audit requirements
	SOP 7.02 - Automated External Defibrillators
	SOP 7.03 - Oxygen Resuscitation Equipment
	SLSA Policy 1.06 - Gear & Equipment

Review	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.

