

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Clinical Care

Title	Inspect First Aid Kits
Code	106068L1
Range	This Unit of Competency is applicable to employees in elderly care service industry who provide clinical care to elderlies. This Competency applies to day-to-day routine tasks. Employees are required to check first aid kits and ensure it is well-stocked and ready for use according to relevant standards, procedures and guidelines of the institution .
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge related to the management of first aid kits</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the standards, procedures and guidelines of the institution regarding management of first aid kits • Understand the locations of the first aid kits within the institution • Understand relevant basic requirements for first aid kits under the Occupational Safety and Health Ordinance, such as: <ul style="list-style-type: none"> ○ Clear location marking of first aid facilities ○ items in each first aid kit and quantity required • Understand the format in filling in forms related to checking of first aid kits in the institution <p>2. Check first aid kits</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Ensure first aid kits are clearly marked with the words "FIRST AID", and ensure they are placed in the designated locations within the institution • Check regularly the items in the first aid kits according to the procedures and guidelines of the institution regarding the management of first aid kits, including: <ul style="list-style-type: none"> ○ Check whether the items and the quantities of the first aid supplies satisfy the requirements ○ Check the expiry dates of the first aid items, ensure they are in serviceable status, and handle expired or damaged items properly ○ Check the packaging of the first aid items to ensure they are not damaged or contaminated ○ Ensure there is a bilingual manual in Chinese and English in each first aid kit ○ Regularly organize the items in the first aid kits. Keep first aid kits tidy and stored in a clean and dry place. Ensure there is nothing else other than first aid items are in the kits, such as over-the-counter medications and herbal rub for rheumatic pain • Record the checking results on designated record forms, and report to supervisors for replacement of items, including the records of: <ul style="list-style-type: none"> ○ Expired and damaged items ○ stock level of the items <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Ensure all first aid kit items are well-stocked and ready for use

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	<ul style="list-style-type: none">• check first aid kits properly according to the standards, procedures and guidelines of the institution regarding management of first aid kits
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Ability to check first aid kits properly according to the standards, procedures and guidelines of the institution regarding management of first aid kits; and• Ability to recite the standards, procedures and guidelines of the institution regarding management of first aid kits and the relevant requirements in the Occupation Safety and Health Ordinance accurately, and maintain proper check-up records.
Remark	