



New born baby, Malawi

## Birthing Kit Foundation (Australia) Assembly Day Manual



Expectant young mother, with birthing kit, DR Congo



Birthing Kit  
Foundation  
Australia

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## Assembly Day Manual – Introduction

Thank you so much for organising a birthing kit Assembly Day for BKFA. We very much appreciate you dedicating your time to this project and want to help you have a fun and successful Assembly Day!



### But, before you start...

It is **very important that you read** this manual to ensure that your Assembly Day runs smoothly. Kits must meet our quality control standards and incorrectly assembled or overweight packages may result in significant additional charges for BKFA or our field partners.

Please take the time to read this manual and if you have any questions or comments, contact BKFA's Assembly Day Coordinator [hilary@bkfa.org.au](mailto:hilary@bkfa.org.au) who will be happy to help.

Again, thank you so much for your support and have a great Assembly D

## ASSEMBLY DAY QUESTIONS & ANSWERS

These questions and answers have been written to help guide you through the process of holding an Assembly Day as smoothly as possible. If, at any time, you have any questions please don't hesitate to contact [hilary@bkfa.org.au](mailto:hilary@bkfa.org.au)

### Q1. I'd like to hold an Assembly Day. What next?

1. Decide how many kits your group is going to make. Each kit requires a donation of \$3 (which includes all materials in the Birthing Kit, costs associated with assembly, warehousing & freight of kits, and overall program management inclusive of monitoring and evaluation). The minimum order is 200. Kits are assembled in multiples of 200 and there's no limit on the number of kits available.
2. Set the date, **allowing at least 8 weeks' notice.**
3. Complete the [Booking form](#), email it to [bookings@bkfa.org.au](mailto:bookings@bkfa.org.au) or post to PO Box 330, Belair SA 5052.
4. Book the venue for the Assembly Day ensuring it can provide ample chairs and tables
5. Fundraise to ensure that the cost of the kits can be covered. Funds must be raised before kit supplies are sent to you (4 weeks prior to the event). If this is not possible please contact [hilary@bkfa.org.au](mailto:hilary@bkfa.org.au). BKFA recommends the use of an online fundraising platform such as [mycause.com.au](http://mycause.com.au) and at this link [here](#) you can set up a fundraising page in support of BKFA that you can share with friends, family and colleagues.
6. Download [promotional materials here](#) to help promote your Assembly Day!
7. Ensure there is **public liability insurance** in place at the venue.

#### BKFA TIP!

BOOK 8 WEEKS IN ADVANCE.

BKFA STAFF WORK PART TIME AND NEED THIS TIME TO COMPLETE ADMINISTRATION AND DELIVERIES WELL IN ADVANCE.

#### A NOTE ON PUBLIC LIABILITY INSURANCE (PLI)

As we are unable to provide you with PLI for your event, it is important that you ensure that the venue has this in place. It is most likely that it does, but it is your responsibility to check.

- If you are a club/group, your organisation may have a policy – please check
- If you are a group/individual hiring a venue, the venue may have public liability insurance in place – please check with the venue
- If you are hosting an Assembly Day in your home, your home contents policy will most likely cover you for public liability – please check with your insurance company

If you find you do need to take out public liability insurance there are a number of one off policies available to purchase - Google "public liability coverage for the day for not for profit event"

## Q2. What happens after the booking is submitted?

1. **BKFA will confirm your booking by email** then will send an invoice which must be paid **4 weeks prior** to the Assembly Day. If this is not possible, please contact [bookings@bkfa.org.au](mailto:bookings@bkfa.org.au)

### 2. **Supplies will be delivered**

Your supplies will be delivered, via Star Track Express approximately **4 weeks prior** to your assembly day to assist with your planning. The delivery will include plastic sheets, press seal logo bags, scalpel blades, gloves for the kits, gloves for volunteers, gauze, string (and a template for cutting the string to the correct length), cartons and adhesive document envelopes. Click [here](#) for a short video to see what your supplies will look like depending on volume.

#### ***A note on kit storage***

Please note that BKFA is committed to ensuring safe handling practices, quality and hygiene of supplies during the assembly and distribution of birthing kits and requests that:

- All supplies are stored in a cool dry place away from excessive heat and direct sunlight
- Where possible please keep all items in original packaging until Assembly Day.

#### **BKFA TIP – PLEASE READ!**

As soon as supplies arrive, open each box and check against the packing slip and checklist to ensure that expected volumes are correct.

***Don't leave this until the Assembly Day!***

### 3. **Transport Instructions will be provided.**

Approximately 1 week before the Assembly Day you'll be emailed transport instructions, to help return packed boxes to BKFA. This includes a **BKFA SHIPMENT NUMBER** which **you must keep!**

#### **AN IMPORTANT NOTE ON SOAP**

In order to keep our transport costs to a minimum, we ask that soap for the kits is **obtained locally**. Soap needs to be unwrapped and cut to size weighing 6-8gms. You'll be provided with a reimbursement form, to claim back the cost of soap or alternatively, approach a local hotel and ask if they would be prepared to donate soap.

### Q3. What goes into the Birthing Kit?

Zip lock bags are provided to enclose all items. The Birthing Kit contains the following items:

1. **Black plastic sheet:** 1 metre x 1 metre.
2. **Soap:** One piece of soap per kit. Ensure that each piece is **unwrapped** and weighs **between 6g – 8g.**
3. **Gloves:** 2 gloves per kit.
4. **String:** 3 x 24cm lengths per kit.
5. **Scalpel blades:** 1 sterile blade per kit.
6. **Gauze squares:** 5 squares 10 cm x 10 cm

### Q4. What needs to be organised before the Assembly Day?

The following lists all items required for an Assembly Day. Please make sure you read this carefully and prepare in advance as being organised will help to run a smooth event!

#### ON /AT TABLES

- **Kit materials** – delivered in advance by BKFA
- **Disinfectant/anti-bacterial spray and cloths** - for cleaning table tops
- **Kit packing instructions** - print a copy for each table
- **Cardboard boxes/carry/laundry baskets** to place completed kits into. One for each table
- **Clean containers** - to hold soap (e.g. take away containers, ice cream containers)

#### TO BE DISPLAYED

- **Hygiene Instructions** - print off several copies and laminate (re-use for future Assembly Days)
- **Promotional items** - banners, posters, camera etc.
- **Safe Lifting Instructions and possible safety hazards** - print off several copies

#### TO BE AVAILABLE

- **Gloves** for volunteers
- **First Aid Kit**
- **Liquid soap and towels** - for washing/drying hands
- **Markers pens** – whiteboard/permanent black marker pen
- **Sharp scissors and stanley knife** for string cutting and opening boxes of supplies

#### FOR PACKING BOXES/CLEANING UP

- **Strong large bin liners** – one for every carton/100 kits
- **Scales to weigh the cartons/soap** – each completed pack should weigh **no more than 10kgs**
- **Packaging tape** – two rolls
- **Rubbish bags** – 4 or more for cleaning up

#### **BKFA TIP!**

PRE CUT SOAP AND STRING AND FOLD PLASTIC SHEETS BEFORE THE EVENT TO SAVE TIME!

Once all the materials have been organised you might find it useful to view these videos:

[Assembly Day Setup video](#)

[Pre- Assembly Day Preparation video](#)

## Q5. What happens on the Assembly Day?

Designated organisers should plan to arrive one hour before the planned starting time. Please run through this checklist to make sure your assembly day runs well.

- Ensure all kit supplies and assembly day requirements are on site
- Set up tables and chairs and clean the tables with anti-bacterial spray
- Add a box or bag at the end of the tables for completed kits
- Set up promotional materials e.g. banners, posters, photos
- If the plastic sheets are to be folded on the day, set up some tables for folding
- Set up the remainder of the tables for assembling kits
- Add a designated number of kit materials to each table – for example add supplies for 50 kits on each of four tables if 200 kits are being made.
- Set up a pre-packing area with soap, towels and disposable latex gloves where hands can be washed and gloves put on.
- Allocate a volunteer to welcome guests, and direct guests to wash hands and be aware of hygiene requirements (printed copies to be available)
- After welcoming volunteers please run through some house-keeping including highlighting any hazards or risks.
- Remember to let everyone know that gloves should be worn whilst packing kits and that once gloves are on, there should be no touching of phones etc. If anything is touched, volunteers should re-glove.
- Hygiene, Safe lifting and Safety hazards information should be visible.
- Allocate volunteers to top up supplies for tables and remove completed kits to the packing area

### **BKFA TIP!**

ALL VOLUNTEERS ARE TO WEAR GLOVES FOR KIT PACKING AND SHOULD NOT TOUCH ANYTHING OTHER THAN KIT MATERIALS WHILE WEARING GLOVES. RE-GLOVE IF ANYTHING (IE MOBILE PHONE) IS TOUCHED.

### **BKFA TIP!**

MAKE SURE EACH TABLE HAS A COPY OF 'HOW TO PACK A BIRTHING KIT'

### **BKFA TIP!**

IF YOURS IS A LARGE ASSEMBLY DAY, ORGANISE A FEW 'RUNNERS' TO REFRESH TABLE SUPPLIES.

## Q6. How are Birthing Kits assembled?

### Step 1 – Fold and pack the plastic sheet

- Fold the plastic and place it in the zip lock bags. Those folding plastic need clean hands, but do not need to wear gloves.
- We recommend laying the plastic over the back of chairs and peeling off one sheet at a time to fold onto the table, rather than having a pile of plastic on the table. The [pre-prep video](#) shows an example of folding plastic. The finished piece will measure approx. 12 x 9 cm.

#### BKFA TIP!

FOLD THE PLASTIC BEFORE THE ASSEMBLY DAY – IT SAVES A LOT OF TIME!

### Step 2 – Assemble the rest of the contents as per the Kit Packing Instructions sheet provided

- Place the soap inside one of the gloves so it is separate from the gauze.
- Place the scalpel blade, gauze and 3 cords on top of the gloves
- Fold gloves over and slide it between the plastic sheet in the logo bag so that the plastic sheet encloses the items
- Seal the bag carefully, ensuring all air is expelled to ensure they fit into the cartons – it's a tight fit!
- Place completed kits in the container by the table

#### BKFA TIP!

THE GAUZE IS USED TO HELP CLEAN THE BABIES' EYES SO PLEASE KEEP IT AWAY FROM THE SOAP. SEPARATE THE GAUZE AND SCALPELS CAREFULLY AS THEY TEND TO STICK TOGETHER

#### BKFA TIP!

FOR EFFICIENCY AND HYGIENCE, HAVE VOLUNTEERS TO REPLENISH STOCK AND REMOVE COMPLETED KITS TO THE PACKING AREA

#### BKFA TIP!

SHOW THE ROLLING TOTAL PROGRESSIVELY ON A WHITE BOARD – IT'S A GREAT MOTIVATOR!



## Q7. Finished packing kits! Now what?

### 1. Pack the kits for transport

You can do this at the end of the Assembly Day or leave for another day.

Put a **BIN LINER (e.g. Glad Tough Garbage bag)** into the carton and then fill with 100 kits.

Take care to press down the kits regularly when filling the carton to expel air between the kits. Tape up with packaging tape immediately when filled so air doesn't get in.

### 2. Getting ready for pick up

Attach one adhesive document envelope to the top of each carton after it is sealed. These were provided when the kit materials were delivered.

Write the **Shipment number** provided to you in the transport instructions clearly in **black permanent marker on each carton e.g. BKFA0565**.

Prior to collection please store completed cartons in a cool, dry place away from excessive heat and direct sunlight.

#### BKFA TIP!

#### RETURNING KITS VIDEO CLIP

IT IS A TIGHT SQUEEZE TO FIT 100 KITS IN A CARTON BUT NECESSARY TO KEEP OUR COSTS TO A MINIMUM.

### 3. Contact BKFA to arrange a consignment

Once all kits have been assembled and are ready for despatch with the document sleeve attached please contact Adrian Harris at [adrian@bkfa.org.au](mailto:adrian@bkfa.org.au) with the following details:

- The exact location of the collection of the kits with any special instructions (e.g. collect at back door) with the preferred day of collection.
- The senders name and preferred email address
- The senders phone number
- The total number of boxes.
- The associated BKFA shipment number (e.g. BKFA0565)

BKFA's preferred courier, Startrack will be contacted to create a consignment. They will send you an email with a despatch summary, consignment note and printable labels for each carton.

Please print these off and place one label into each of the adhesive document envelopes on each of the cartons. Leave the despatch summary for the driver to collect with the cartons.

Startrack will collect these cartons on the nominated day at the preferred address. Please note that picks ups are only available during business hours.

Please email Adrian Harris at [adrian@bkfa.org.au](mailto:adrian@bkfa.org.au) once goods have been collected with consignment number on the form given to you from Startrack driver (do not be concerned if they do not supply you with one as it is obtainable electronically). Contact Adrian with any concerns of if cartons are not collected as expected.

### 4. And finally...

Post or email copies of reimbursement forms (with receipts) to PO Box 330, Belair SA 5052 or [accounts@bkfa.org.au](mailto:accounts@bkfa.org.au)

## SPECIAL INSTRUCTIONS FOR PRINTING AND REFERENCE

The next pages of this manual contain the following items for printing and reference

- Packing Birthing Kits
- Hygiene Instructions
- Soap cutting instructions
- String cutting instructions
- Safe Lifting instructions
- Safety Hazards information
- Precautions for use of powder free latex gloves

## Packing Birthing Kits - a step by step guide

**1.** Fold plastic by folding in half five times, then into thirds to approx. 12 x 9cm. Put sheets into zip lock bags.



**2.** Take one glove and soap and place soap in the glove



**3.** Place second glove on top



**4.** Add 5 squares of gauze



**5.** Add 1 scalpel blade



**6.** Add 3 strings



**7.** Fold all together



**8.** Enclose items between folded sheet into zip lock bag then press down to expel air while sealing bag



## HYGIENE INSTRUCTIONS

1. Those folding plastic need only wash and dry their hands, they do not need to wear gloves.
2. Wash and dry hands, put on gloves and once gloves are on, only touch contents of the kit – do not touch clothes, face, hair or anything else. If you do, please wash hands and re-glove.
3. Smoking, food and drinks must be kept away from assembly areas.

## SOAP CUTTING INSTRUCTIONS

The final weight of the soap must be between **6-8 grams** without wrapping.

As soap is generally not available at this size, regular soap must be cut down to size and weighed.

### **Regular Size soap – approx. 100 gms**

Microwave 1 bar of regular soap for around 15 seconds or until soft.

Cut in half



Cut in half again



Cut each piece into 4, giving a total of 16 pieces, each weighing just over 6gms.



NB: The time may vary between microwaves due to differing wattage and so please trial on yours prior to the day.

## STRING CUTTING INSTRUCTIONS

The string provided in your supplies is in rolls which need to be cut into short lengths. Each roll is sufficient for 600 pieces of 24 cm long string, which is enough for 200 kits (3 pieces per kit). To assist with cutting the string to the correct length we provide a cardboard template.

By wrapping the string around the ends of the template you can simply cut through the string once and you will have multiple pieces of 24cm long string.

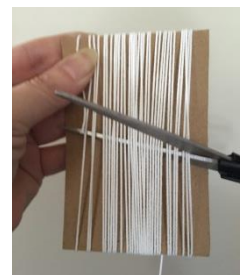
Start by placing the end of the string in the middle of the template on one side and holding with your thumb



Then wrap the string around the template from end to end



Once the card is full, simply cut through in line with where the starting end of the string is



Repeat this until you have finished the roll, you will then have 600 pieces 24cm string, ready for the kit assembly



Another tip is to put the roll of string on something that will allow it to spin freely, such as the handle of a wooden spoon clipped to the edge of the table. We estimate it takes approx. 30-40 minutes per roll (200 kits) for one person to complete this process – depending on how fast you are!

## SAFE LIFTING ADVICE

Please use safe lifting principles when lifting cartons etc, especially the packs of black plastic, and be very careful.

### **IF UNSURE ABOUT THE WEIGHT OR YOUR ABILITY TO LIFT IT SAFELY, PLEASE USE TWO PEOPLE**

*If the package is on the floor:*

- Squat down in front of it,
- Keep your back straight
- If you need to get closer to the package, bend from the hips to lean forward
- Pull in your tummy muscles
- Draw up your pelvic floor
- Bring the package to your body, using your arms
- Hold it close to your body and stand up by straightening your knees
- Walk over to where you'd like it and again bend your knees to put it down
- Relax your tummy muscles and pelvic floor.

*If the package is on a table:*

- Bend your knees (so you can lift it into your arms without bending your back)
- Pull in your tummy muscles
- Draw up your pelvic floor
- Bring the package to your body and stand to lift it
- Walk over to where you would like it, bend your knees to put it down, or squat down to put it on the floor, keeping your back straight and leaning forward from your hips
- Relax your tummy muscles and pelvic floor

## POSSIBLE SAFETY HAZARDS FOR ASSEMBLY DAYS

Please be aware of these possible hazards as the Assembly Day planning and event takes place

- Stanley knife
- Latex gloves
- Anti-bacterial spray
- Scissors
- Sealed Scalpels
- Microwaved soaps
- Lifting
- Plastic
- Assembly Days are not safe environments for children with many hazards and sharp implements, unless supervised.

## PRECAUTIONS FOR USE OF POWDER FREE LATEX GLOVES

### Constituents / Allergies

Some gloves may contain ingredients which are known to be a possible cause of allergies in sensitive persons who may develop irritant and/or allergic contact reactions. If an allergic reaction should occur seek medical advice immediately.

WARNING – THIS PRODUCT MAY CONTAIN NATURAL LATEX WHICH MAY CAUSE AN ALLERGIC REACTION; FOR MORE INFORMATION PLEASE SEE BELOW.

What are some of the symptoms of latex allergy?

- localized skin rash or itching (generally on the hands)
- hives
- swollen red skin
- swollen lips and tongue with difficulty breathing, wheezing
- shortness of breath
- dizziness
- fainting
- abdominal pain
- diarrhoea
- anaphylactic shock

Anaphylactic shock is rare. The risk of anaphylactic shock seems to be greatest in people who have had previous allergic reactions to products that contain latex or prior unexplained anaphylaxis. Health care workers with a history of worsening latex allergy symptoms should be especially cautious.