

First Aid Kit Check

Check of a first aid box against its contents list: each item present and in date, expiry dates, restocking, the box itself and the next check date.

1. The kit

Which kit, and what it is meant to hold.

Project

Filled in from the project in SiteSurvey.

Site *

Site address

Where the kit is kept, or its number *

Date of check *

Checked by

Type of kit (choose one)

- ☐ Workplace kit
- ☐ Vehicle or travel kit
- ☐ Catering kit
- ☐ Site or construction kit
- ☐ Sports or outdoor kit
- ☐ Other: _____

Is there a first aid needs assessment that says what this kit should contain?

- ☐ Yes ☐ No

HSE says there is no mandatory list of what a first aid box must contain: what to provide depends on the findings of the first aid needs assessment. The items on the next page are HSE's suggested contents for low-hazard work. BS 8599-1 kits are an alternative, though buying one is not a regulatory requirement.

2. Contents

Check each item is there, sealed and in date.

Leaflet giving general guidance on first aid (choose one)

- ☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Individually wrapped sterile plasters, assorted sizes (choose one)

- ☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Sterile eye pads (choose one)

- ☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Individually wrapped triangular bandages (choose one)

- ☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Safety pins (choose one)

☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Large sterile unmedicated wound dressings (choose one)

☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Medium sterile unmedicated wound dressings (choose one)

☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Disposable gloves (choose one)

☐ Present and in date ☐ Low or missing ☐ Out of date ☐ Not part of this kit

Other items in this kit (tick all that apply)

- ☐ Burn dressings
☐ Foil blanket
☐ Shears
☐ Resuscitation face shield
☐ Sterile eye wash
☐ Cleansing wipes
☐ Adhesive tape
☐ Finger dressings
☐ Other: _____

Are there any tablets or medicines in the kit?

☐ Yes ☐ No

If applicable: HSE recommends that you do not keep tablets and medicines in the first aid box. Remove them and tell whoever manages first aid.

Earliest expiry date on any item

Days until then (if applicable; worked out automatically in the app)

HSE says there is no set timetable for checking a kit, but items marked with expiry dates, particularly sterile ones, should be replaced by those dates and expired items disposed of safely.

Items to replace or restock

Photo of the open kit (photos: attach, or note the file names)

3. The box and sign-off

Easy to find, clean and ready.

Is the box clean, dry and able to close?

☐ Yes ☐ No

Is it marked with a white cross on a green background?

☐ Yes ☐ No

Is it easy to reach, with a sign showing where it is?

☐ Yes ☐ No

Is a list of first aiders displayed nearby?

☐ Yes ☐ No

Restocked on this check? (choose one)

☐ Fully restocked ☐ Partly: items on order ☐ Not restocked ☐ Nothing needed

Next check due

Name

Signature