

## First aid supplies order form

### Document control information

Published document name:	
Date issued:	
Next review date:	
Legislation or related information:	Health and Safety (First Aid) Regulations 1981
Document owner:	Kemi Folarin
Document approved by:	Kemi Folarin
Lead contact:	Kemi Folarin

### About this form

This form enables school or service representatives to order first aid supplies from Safety and Health Services.

Items are supplied to replenish first aid kits and the number of items requested should correlate with the number of kits in the school or service.

In addition to the above Safety and Health Services also supply a number of additional items to meet the needs of the variety of working environments at schools and outside services. These items are not applicable to all areas and should only be ordered when identified as a requirement in the school/service first aid risk assessment.

## First aid supplies order form

Name			
Email			
Job title			
School/Service			
Address for delivery			
SSA name			
SSA email			
Date of order			
Total first aid kits in school/service		Authorised by Manager/ team leaders	Y / N

Complete first aid kits (items may differ from those listed below)	Quantity Requested
<p>Standard small workplace first aid kit:</p> <p>Please indicate the reason for the request</p> <ul style="list-style-type: none"> <li>- Newly qualified first aider <input type="checkbox"/></li> <li>- Stolen/missing kit <input type="checkbox"/></li> <li>- New area/building <input type="checkbox"/></li> <li>- Other (please specify) .....</li> </ul> <ul style="list-style-type: none"> <li>• Please note expired kits or kits low on items should be replaced using the individual items below</li> </ul>	

Quantity per kit	Standard items	Quantity requested
1	A leaflet giving general guidance on first aid	
1	Assorted plasters (packet of 20)	
2	Eye pad (sterile dressing)	
6	Medium dressing (sterile dressing)	
2	Large dressing (sterile dressing)	
4	Triangular bandage	
1	Safety pins (packet of 6)	
1	Pair of disposable gloves - small, medium or large (if size not indicated medium will be provided)	
1	Resusci face shield	

Additional items Only one of each item will be supplied per first aid kit with the exception of sterile cleansing wipes and extra large dressings	Quantity requested
Detectable plasters (packet of 20) Only supplied for commercial catering operations	
Extra large dressing (sterile dressing No. 3) Only supplied to high risk areas (maximum 2 per kit)	
Eye wash (500ml) Only supplied where corrosive and biological materials used and eye irrigation system unavailable	
Eye wash (20ml) Please see notes for Eye Wash (500ml)	
Sterile cleansing wipes (maximum 5 per kit)	
Adhesive tape	
Finger dressing	
Conforming bandage	
Foil blanket	
Burn dressing – small (finger), medium (face/hand) or large (chest) (if size not indicated small will be provided)	

**Please return your completed form by post or email to:**

Main office

[Info@youngpeoplematter.org](mailto:Info@youngpeoplematter.org)