

Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 1 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

# **Standard Operating Procedure for First Aid Box**

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Standard Operation Procedure, SOP-eMRDS-08/1.0

Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 2 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

### APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

#### Prepared By:

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Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 3 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

## REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 4 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

## Contents

<b>1.0</b>	<b>OBJECTIVE .....</b>	<b>5</b>
<b>2.0</b>	<b>SCOPE.....</b>	<b>5</b>
<b>3.0</b>	<b>RESPONSIBILITY .....</b>	<b>5</b>
<b>4.0</b>	<b>FREQUENCY .....</b>	<b>5</b>
<b>5.0</b>	<b>GENERAL INFORMATION/DEFINITION .....</b>	<b>5</b>
<b>6.0</b>	<b>PROCEDURE: .....</b>	<b>6</b>

Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 5 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

## 1.0 Objective

To ensure the efficient management and maintenance of first aid boxes within the organization, providing timely access to medical supplies in case of emergencies while adhering to regulatory and safety standards.

## 2.0 Scope

This SOP applies to all departments within the organization and outlines the procedures for requesting, assigning, maintaining, and monitoring first aid boxes.

## 3.0 Responsibility

1. Department Head or Section In charge:
  - Responsible for initiating the request for a new first aid box.
  - Updating details such as plant, building number, floor number, and area in the system.
2. HOD (Head of Department):
  - Assigning one or two responsible officers for the requested first aid box.
  - Updating responsible officers when employees change within the organization.
3. Medical Officer:
  - Acknowledging the request for a new first aid box.
  - Certifying employees' completion of First Aid training.
  - Maintaining a list of employees oriented for first aid in the system.
4. Employees:
  - Completing First Aid training at OHC and marking attendance.
5. Nursing Staff and Supervised by Medical Officer:
  - Responsible for updating and refilling the first aid boxes.

## 4.0 Frequency

First aid boxes should be refilled as per the frequency set by the Occupational Health Center (OHC).

## 5.0 General Information/Definition

- The first aid box contains essential medical supplies for immediate care in case of injuries or medical emergencies.

The system refers to the computerized platform used to manage first aid boxes and related data.

**Local Version Control System:**

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Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 6 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

- The system will maintain version control of local data, ensuring data accuracy and consistency.

**Centralized Version Control Systems**

- Centralized data storage will be implemented to ensure uniform access and updates to first aid box records.

**Distributed Version Control System:**

- In the event of a distributed data system, synchronization mechanisms will ensure data consistency across all locations.

**Bug fixes** - Any issues or errors in the system will be addressed promptly to maintain functionality and data integrity.

## 6.0 Procedure:

1. Request for a New First Aid Box:
  - Department HOD/Section in charge logs into the system.
  - Updates details such as plant, building number, floor number, and area.
2. Assignment of Responsible Officers:
  - HOD assigns responsible officer(s) for the requested first aid box.
  - Provision to add or update responsible officers if employees change within the organization.
3. Medical Officer Acknowledgment:
  - Medical officer logs into the system and acknowledges the request.
4. First Aid Training and Certification:
  - Employees complete First Aid training at OHC and mark attendance.
  - The system marks responsible officer(s) as "Oriented for First Aid," certified by the medical officer.
5. Maintenance of Employee List:
  - Maintain a list of employees oriented for first aid in the system with the option to print data.
6. First Aid Box Number Assignment:
  - The system issues a unique "First Aid box number" and updates responsible officer data and building details.
7. Refilling Notifications:
  - Automatic email notifications are sent to responsible officers and respective HOD/section in charge for first aid box refilling, as per OHC frequency.
8. Record Maintenance:

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Standard Operating Procedure For First Aid Box	
Document Title: First Aid Box	Page 7 of 7
Document Number/Version No.: SOP-eMRDS-08/1.0	Proprietary & Confidential

- Use the First Aid Box register in the system to record box details, including who brought it, refilled it, materials issued, and dates.

9. Updating/Refilling Activity:

- Nursing staff update and refill the first aid boxes under the supervision of the medical officer, with records maintained in the system.

10. Return/Submit Provision:

- Employees have the option to return or submit the first aid box with reasons such as department closure or non-refilling for an extended period.

11. Auto Capture of Empty Box Number:

- The system automatically captures empty box numbers while issuing new first aid box numbers.

12. Report Generation:

- Generate department-wise First Aid box reports with filtering options in the system.

13. Task Reminders:

- The system sends reminders to employees, section in charge, and HOD for pending tasks at the end of an activity.

Abbreviations:

- HOD: Head of Department
- OHC: Occupational Health Center

REFERENCES:

- Refer to the organization's policy and regulatory requirements for First Aid box management