[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

First aid log

A running record of every treatment given - required wherever first aiders operate.

Location	[First aid point]
Responsible first aider	[Name]
Kit last checked	[Date]

Treatments

Date / time	Casualty	Injury / illness	Treatment given	First aider
[Date, time]	[Name]	[Describe]	[Describe]	[Name]

Kit checks

Date	Checked by	Items replaced	Kit in date
[Date]	[Name]	[Items]	[Yes / No]
[Date]	[Name]	[Items]	[Yes / No]

Sign-off

First aider	Manager	Date