

First Aid - Record of Treatment Log



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East Dunbartonshire Council

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To be completed by the First Aider providing the treatment, or the person requiring first aid treatment						To be completed by the Appointed Person responsible for the contents of the first aid box.	
Date of Treatment	Employee Number of Injured Person	Type of Injury	What item was used from the first aid box	Accident Report completed?		First Aid Box checked by	Date of Check
				YES	NO		
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Note: This record must be retained within the first aid box to record any first aid treatment provided within the department. When the record sheet is complete, it should be securely filed for inspection by any manager or the Corporate Health and Safety Team during inspection/audits. Records should be kept for a minimum of 3 years.