

First Aid Kit Inventory and Reorder Form Instructions

CURRENT VERSION OF FORM: 4/2014

Purpose:

- Used to inventory and reorder first aid supplies.

Preparation:

- Form must be completed in blue or black ink, or typed. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**
- Inventory should be conducted quarterly.
- Replacement items should be replaced as needed.
- Place a copy with each first aid kit.

Instructions:

- Create a master list of regularly used first aid items and the quantity purchased.
- While conducting quarterly safety inspections, check the first aid kit for needed items.
- Check expiration dates, if applicable, and dispose of items that have expired.
- Follow office purchasing procedures to purchase replacement items.

Disposition:

- Safety Coordinator maintains original for audit purposes.

Retention:

- Copy must be kept with safety audit files according to the DCFS Policy 6-02, Retention of Departmental Records.