



This is where you create and identify each of the First Aid Kits you have in your business.

Navigate to Administration/Injury Management/First Aid Kit, click **+ADD NEW**:

1. Type in a unique Code or Name for each kit.
2. Select the [Supplier](#) of this kit.
3. Click **+ADD ITEM**.
4. Select the item from the drop list (see notes).
5. If required change the [Issue Date](#).
6. Type in the required quantity.
7. If applicable enter an expiry date (see notes).
Repeat steps 3 to 7 until you have all the items for this kit.
8. Click **SAVE**.
9. When you re-open the First Aid Kit you will now be able to click **COPY** to create a duplicate kit with a new name.

Home / Administration / Injury Management / First Aid Kit

8 **SAVE** **DELETE** **COPY** **9**

First Aid Kit Code

Supplier

1 Container 50 **2** Any First Aid company

Search...

3 **+ADD ALL ITEMS**

+ADD ITEM

First Aid Item	Description	Issue Date	Expire Date	Required Quantity	
4 Non-Adherent Dressing 5cm X 5cm (6 per kit)		5 27/09/2021		6 6	X DELETE
Adhesive Stripes Hypo-Allergenic 50PK (1 per kit)		27/02/2019		1	X DELETE
Antiseptic Spray Rapaid 50ML (1 per kit)		27/02/2019	7 29/06/2024	1	X DELETE

10. When you're updating items find them quickly by typing in the search bar.

11. Clicking **+ADD ALL ITEMS** this will populate the kit with all the [First Aid Items](#) you have created.

12. Use **X DELETE** to remove items no longer required in the kit.

10 ins **11** **+ADD ALL ITEMS** **+ADD ITEM**

First Aid Item	Issue Date	Expire Date	Required Quantity	
Instant Cold Pack (1 per kit)	27/09/2021	31/10/2024	1	12 X DELETE

NOTES:

- You must add all your [“First Aid Items”](#) before setting up your [“First Aid Kits”](#).
- Only add expiry dates for items that need them e.g. Burnaid Cream or Antiseptic Spray. Notifications will be sent out for items that are due to expire or have expired.
- In the [First Aid Kit Register](#) you can schedule reviews for each kit. They are either assigned to an asset or location.

