



# First Aid Kit Register – schedule regular reviews of all your first aid kits.

Select Registers/Injury Management Registers/First Aid Kit Register to create a new entry click **+ADD NEW**.

## A. Plant & Equipment First Aid Kits e.g. those in vehicles.

1. Select Plant & Equipment Register.
2. Select from the Asset Type.
3. Select which asset the item is in
4. Select the First Aid Kit.
5. Select the person who is responsible for the checking the kit.
6. Sign Off will be populated when the task is completed on the [Mobile App](#).
7. Select the date of the next review.
8. Select how often the kit should be reviewed – this will create a new task when the current one is signed off.
9. Review date is populated when users sign off tasks in the Mobile App.
10. You can type in the actually quantities for each item here or this can be completed on the Mobile App.
11. This will print a report of items that are required.
12. Click **SAVE**.
13. This takes you directly to “St John First Aid Kits & Supplies” to place orders for items that need restocking.

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**1**  Plant & Equipment Register  Warehouse Inspection Register **13 11 12**

AssetTypeId Plant & Equipment Register

**2** Motor Vehicles **3** AssetNo: 1 ,SerialNo:HT1 ,Mazda-323-Pink

First Aid Kit Staff

**4** Mazda 323 Kit **5** George Foreman **6**  SignedOff

Next Review Date Review Interval Review Date

**7** 17/02/2021 **8** 3 months **9**

Title	Expire Date	Required Quantity	Actual Quantity
Adhesive Stripes Hypo-Allergenic 50PK ( 1 per kit)	25/04/2021	1	0
Antiseptic Spray Rapaid 50ML ( 1 per kit)	13/02/2022	3	0

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## B. Warehouse Inspection Register – First Aid Kits that are stored at a location e.g. Chemical Storage Shed

1. Select Warehouse Inspection Register.
2. Select the location of the First Aid Kit.
3. Select the First Aid Kit.
4. Select the person who is responsible for the checking the kit.
5. Sign Off will be populated when the task is completed on the [Mobile App](#).
6. Select the date of the next review.
7. Select how often the kit should be reviewed – this will create a new task when the current one is signed off.
8. Review date is populated when users sign off tasks in the Mobile App.
9. You can type in the actually quantities for each item here or this can be completed on the Mobile App.
10. This will print a report of items that are required.
11. Click **SAVE**.
12. This takes you directly to “St John First Aid Kits & Supplies” to place orders for items that need restocking.

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Plant & Equipment Register **1**  Warehouse Inspection Register **12 10 11**

Location Stored

**2** Warehouse 2 Office

First Aid Kit Staff

**3** General Large **4** Kermit Frog **5**  SignedOff

Next Review Date Review Interval Review Date

**6** 19/10/2020 **7** 3 months **8**

Title	Expire Date	Required Quantity	Actual Quantity
Adhesive Stripes Hypo-Allergenic 50PK ( 1 per kit)	25/04/2021	1	2
Antiseptic Spray Rapaid 50ML ( 1 per kit)	13/02/2022	3	2







**9**

Both tasks will need to be signed off in the Mobile App in [Registers/First Aid Kits](#)

**NOTE:**

- First Aid Kits are created in [Administration/Injury Management/ First Aid Kit](#)
- When a task is Signed Off in the Mobile App then a new task will be created using the Review Interval e.g. 17-Feb-2021 + 3 months next review date is 19-May-2021.
- Review intervals can be created in [Administration/Asset Management/Service-Test Interval Type](#)

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Plant & Equipment Register	Location Stored	First Aid Kit	Staff	Next Revie...	Review Inte...	Signed Off	
▶ Mazda-323-Pink - HT1		Mazda 323 Kit	George Foreman	17/02/2021	3 months	<input checked="" type="checkbox"/>	 
▶	Chemical Storage Shed	General Large	Kermit Frog	19/10/2020	3 months	<input checked="" type="checkbox"/>	 
▶	Chemical Storage Shed	General Large	Kermit Frog	18/01/2021		<input type="checkbox"/>	 
▶ Mazda-323-Pink - HT1		Mazda 323 Kit	George Foreman	19/05/2021		<input type="checkbox"/>	