

First Aid Kits and Accident Books



Item Code FS140048 May//07 Edition no 2

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Edition 2 (May 2007). This updates the information given in FS140048, 'First Aid Kits and Medical Chests', dated September 1999.

Note: It should be noted that the Health and Safety at Work etc Act 1974 and Regulations made under it do not normally apply to Scout activities (only to employees working on Scout property). The recommendations and guidelines below are based on good practice and are provided for the well being of Members.

What this guidance is intended for:

1 This guidance is for the use of first aid kits for Beaver Scout Sleepovers, Family Camps, Cub Scout Camps, Pack Holidays and Scout, Explorer Scout and Scout Network Camps. Please note, some adventurous activities and expeditions may require specialist first aid kits. Further advice should be obtained from the Programme and Development Department as appropriate.

2 This guidance is also appropriate for first aid kits provided to Colony, Pack, Troop or Unit meeting places.

Guidance on first aid kits:

3 The first aid kit should be practical for the event or activity, clearly marked (with the words 'First Aid Kit' or a white cross on a green background), dust and damp proof and be kept in an accessible position.

4 First aid kits for personal use or for small camps should contain a similar range of contents, though in smaller quantities.

5 For any camp or activity there should be a designated First Aider. This person will have training of First Response level or equivalent (for further information please refer to factsheet *FS310547 First Response: Definitions and Equivalents*).

6. At all times special attention must be paid where people are receiving treatment which involves medication. Parents should be asked to provide sufficient dosage in a safely packed and clearly marked container. This marking should state the name of the person, the name of the medication, any storage requirements and the frequency, size and method of administration. The parent/guardian's signature should be provided to state that the information they have provided is accurate.

Where the person is self medicating (asthmatic inhalers etc.) and is seen as responsible enough by the designated First Aider and parent/guardian to hold their own medication, an additional emergency supply of sufficient quantity to last the duration of the event, should, if at all possible, be held by the designated First Aider. The designated First Aider must keep a written record of all medication details together with a record of each administration. Further advice on conditions such as, diabetes, asthma and epilepsy can be found in the Special Needs Factsheets.

7. Details of known allergies of individuals should be requested and recorded by the first aider. These may include allergies to some common items like adhesive dressings and some brands of analgesics. Parents should be asked to confirm these details in writing before the camp. The designated first aider should obtain this information from the records before the said activity. For more advice on allergies and anaphylaxis you may find the Factsheet *FS250051Allergies* useful.

8. It is essential for any person organising a camp to obtain details of the nearest available doctor and hospital with 24 hour accident and emergency cover.

Contents of first aid kits:

9. The Health and Safety Executive's *Approved Code of Practice and Guidance 1997*, regarding First Aid Kit contents is useful guide when deciding on the contents of a first aid kit. As follows:

- a) Pair of disposable non-latex protective gloves.
- b) 20 individually wrapped sterile adhesive dressings
- c) 2 sterile eye pads
- d) 4 individually wrapped triangular bandages, preferably sterile
- e) 6 safety pins
- f) 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- g) 6 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- h) Guidance leaflet (a leaflet supplied with the kit or that you make yourself which includes brief instructions on emergency treatment).

You might also like to include:

- Resuscitation face shield
 - Scissors
 - Extra gloves
 - Adhesive tape
 - Steripods (sealed sachets of normal saline)
 - Individual wrapped moist cleaning wipes for the first aider's hands.
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- It may also be useful to keep a plastic bag and seal for disposal of soiled dressings, a notebook, a pencil, coins and phonecard with the kit for use in emergencies.
 - Written details of the nearest doctor, the nearest hospital with emergency facilities and the nearest telephone.
 - Decisions made on the contents of the first aid kit should consider the event or activity taking place, the number of participants, the average age of the group and how long the event is going to last.
 - In addition, there may be further items that you wish to include when planning activities such as residential experiences, such as paracetamol or other analgesics, for which you should seek parental consent. A good way of doing this is to provide a list of medication (including the name, what it is used for, the brand etc.) with a tick box for the parent/guardian to indicate if they are happy for the young person to receive the medication. The parents/guardian's signature should be provided to state that the information provided is accurate. An example is shown below:

(Details of event)

Name (of young person)

The following medication will be provided if required. Please indicate which medication may be used,

Medication	Yes (✓)	No (✓)
Details of the medication – Name, what it is used for, brand etc		
Details of the medication – Name, what it is used for, brand etc		
Details of the medication – Name, what it is used for, brand etc		

I give permission for (name of child) to receive medication as instructed above.

Parent/Guardian (Signature) _____

Date _____

Reference should also be made to *FS320001 What Price Accidents?*, available from the Information Centre at Gilwell Park.

12. When any treatment is given, a record should be kept in an Accident Book. If further treatment is required by a hospital or doctor, The Scout Association Information Centre should be notified (for further guidance please refer to the factsheet *FS120079 Accidents – A guide to Reporting for Leaders and Commissioners*).

Guidance on Accident Books:

As mentioned above, any accident that occurs, as well as details of the treatment given, must be recorded in your Accident Book. This helps you to both identify any common accidents and potential safety issues within you meeting place, as well as keeping a clear account of any incident should you need to refer back to it. You should make sure that you have an Accident Book in your meeting place and that all leaders are aware of it.

It is important to note that under the regulations of the Data Protection Act (1998), you must ensure that any personal or medical information regarding your members is not available for others to view. It is suggested therefore that you use a book with detachable pages. In practice, this means that entries can be recorded as usual, but that after an incident the page is removed from the book and stored securely by the leader. Use of this system ensures that records will still be available where necessary but that the information will only be accessed by the relevant adults.

10 The contents of the first aid kit should be regularly checked and replenished to ensure that all items are present and that they are within their expiry date. The first aider should be familiar with and competent in the use of the contents kept in the first aid kit. After any incident, items used should be replaced as necessary. This duty should be the responsibility of one particular person, normally the designated First Aider.

11 Details of first aid procedures and the care of the sick may be found in the current *First Aid Manual*, published by Dorling Kindersley Limited, 9 Henrietta London WC2F 8PS. Also available from St. John Supplies, P.O.Box 707A, Friend Street, London EC1V 7NE

For further information regarding the Data Protection Act (1998) and how it effects the management of your Section, please refer to *FS270001 Data Protection*.

Further Information

First Response: Definitions and Equivalents
(FS310547)

Allergies (FS250051)

What Price Accidents? (FS320001)

Accidents – A guide to Reporting for Leaders and Commissioners (FS120079)

Diabetes (FS250009)

Epilepsy (FS250011)

Asthma (FS250018)

Home Contacts (FS120078)

Camp Holiday Information Form (FS120082)

Appropriate Medical Care (FS322101)

Risk Assessments (FS120000)

Data Protection (FS270001)

First Response: Participant's Book