

# Standard Operating Procedure (SOP)

## Medical Supplies and First Aid Kit Preparation

This SOP details the procedures for **medical supplies and first aid kit preparation**, including the selection, organization, maintenance, and regular replenishment of medical supplies and first aid materials. It covers the proper storage conditions, inventory management, and compliance with health and safety standards to ensure readiness for medical emergencies and effective initial treatment on-site.

### 1. Purpose

To ensure that all medical supplies and first aid kits are properly prepared, maintained, and readily accessible for use in case of medical emergencies.

### 2. Scope

This procedure applies to all personnel responsible for preparing, storing, inspecting, and replenishing medical supplies and first aid kits at this location.

### 3. Responsibilities

- **First Aid Coordinator:** Oversees first aid kit preparation and maintenance.
- **Assigned Personnel:** Perform inspections, maintain inventory, and ensure compliance.
- **Management:** Provides resources and ensures adherence to this SOP.

### 4. Procedure

#### 4.1 Selection of Medical Supplies

- Refer to regulatory guidelines (e.g., OSHA, local requirements) for required contents.
- Ensure all essential items are included, such as:
  - Adhesive bandages (various sizes)
  - Sterile gauze pads
  - Adhesive tape
  - Antiseptic wipes
  - Disposable gloves
  - Scissors and tweezers
  - CPR face shield or mask
  - Burn dressing/gel
  - Instant cold packs
  - Eye wash solution
  - Pain relief tablets (if allowed)
  - Emergency contact list

#### 4.2 Organization of First Aid Kits

- Organize supplies so items are easy to locate and access quickly.
- Separate sterile from non-sterile items.
- Include a checklist inside each kit, listing all items and quantities.
- Label the kit clearly with "First Aid Kit" and date of last inspection.

#### 4.3 Storage Conditions

- Store kits in accessible, visible locations known to all staff.
- Maintain storage temperatures per product manufacturer guidance (avoid excessive heat/cold).
- Protect kits from moisture, contaminants, and tampering.

#### 4.4 Inventory Management

- Maintain an inventory log, including supply names, quantities, lot numbers, and expiry dates.
- Review and update the log with each inspection or replenishment.
- Track usage to forecast reorder needs.

#### 4.5 Maintenance and Inspection

- Inspect all first aid kits at least monthly, or after each use.
- Check for expired, damaged, or used items and replace immediately.
- Restock supplies to listed quantities after each use or inspection.
- Record inspections in the kit log with date and initials.

#### 4.6 Compliance

- Ensure that all procedures comply with relevant health and safety regulations.
- Document all actions for auditing and continuous improvement.

### 5. Documentation

- First Aid Kit Inventory Checklist
- Monthly Inspection Log
- Incident and Replenishment Records

### 6. References

- Local and national occupational health and safety regulations
- Manufacturer instructions for specific medical supplies
- Company health and safety policy

### 7. Revision History

Date	Revision	Description	Approved By
2024-06-09	1.0	Initial issue	Health & Safety Officer