UNIT 5 USE AND MAINTENANCE OF FIRST AID BOX

Structure

5.0 Introduction
5.1 Objectives
5.2 Use of First Aid Box
5.3 Maintaining a First Aid Box
5.4 Safety and Precautions
5.5 Let Us Sum Up
5.6 Key Words
5.7 Answers to Check Your Progress
5.8 Activities
5.9 References

5.0 INTRODUCTION

By now you have already learnt about the First Aid and the role of First Aid provider in Theory Block 1, Unit 1 and have also learnt in the unit 1 of this practical block about the observation and assessment of the victim and scene. As a First Aid provider, you must know when, where and how you have to provide First Aid and what measures or actions you will take as First Aid provider in the emergency. Along with this you must be well versed with the use of First Aid Box.

In Theory Block 1, Unit 1 we have highlighted the First Aid Box and items that are present in the First Aid Box. Hence, in this practical, you will learn about the uses and maintenance of First Aid Box, how to make it more effective in emergency situations and how to achieve the goal of providing efficient first aid measures until the medical assistance is available.

5.1 OBJECTIVES

After completion of this unit, you will be able to:

- identify the uses of First Aid Box;
- review the items in First Aid Box; and
- demonstrate the maintenance of First Aid Box.

5.2 USE OF FIRST AID BOX

First Aid Box is very essential item, which is required in any emergency situation which needs immediate care and attention (Fig. 5.1). A First Aid Box can be made at home or purchased from market. The First Aid
Provider must know the use of First Aid Box and its advantages and purposes.

First Aid box is important and must be kept in various settings. It is essential and can be used in case of emergency and in any setting.

Let us talk about the advantages and purposes of First Aid Box.

**Advantages of First Aid Box**

- Every home should have First Aid Box for immediate treatment of injuries and minor problems.
- The contents of First Aid Box can be used to treat cuts, injuries, sprains and burns.
- First aid Box is important for every house hold, because the injuries can happen any time and anywhere.
- First Aid Box is for the safety of everyone.
- Any emergency can be handled easily with items present in the First Aid Box.
- First Aid Box has all medical supplies which can be found in emergencies at one place.
- First Aid Box can be used by you and your family while travelling.
- Keeping the First Aid Box in every house hold and school/office is very important, so that when problem occurs, precious time is not lost and immediate first aid care is provided.

**Purposes of First Aid Box**

Effective use of the First Aid Box will help in the following ways:

- To control bleeding.
- To prevent and treat shock.
- To apply splints to decrease movement and support the fractured site in case of any victim.
- To evaluate and treat any other condition like burn, drowning poisoning etc.
Use and Maintenance of First Aid Box

Note:

Time between any injury and giving First aid is “Golden Window” period. It is critical time when maximum benefit from the first aid can be gained.

Procedure

When using the first aid box, you need to follow these steps:

Articles required

The following articles are required to learn the skills in using First Aid Box:

1. An adult volunteer
2. Case Scenario- Someone with problem or emergency
3. First Aid Box

Steps for using First Aid Box

Step 1 Ask the volunteer to act as victim. Ask him/her to lie down on his back or sit comfortably.

Step 2 Open the First Aid Box.

Step 3 Check the articles in the First Aid Box.

Skills: Check the items in First Aid Box that you will be requiring as per the situation or problem that the person is having. The various items and their purposes are given in Unit 1 of Theory Block 1.

Step 4 Wash hands to prevent infection.

Skills: Proper hand washing helps to prevent cross-contamination.

Step 5 Take out the necessary articles/items as required for giving First Aid.

Skills: Use items as per the situation in which you are providing first aid. The use of various articles in various emergencies present in First Aid Box has been discussed in previous and upcoming practicals on various emergency situations in Block 1 and Block 2 of this Practical course.

Step 6 Provide First Aid using the articles from the Box and finish the care.

Step 7 Replace the articles in First Aid Box.

Skills: Replacing the articles is important so that things are available for the next use. Improvize if needed as discussed in next Unit.

Step 8 Wash hands after the procedure.

Step 9 Record and Report your procedure.
Thus, the above steps tell as to how to use the First aid box. In the next section we will see how to maintain the First Aid Box.

Check Your Progress 1
1. Write down three important advantages of having a First Aid Box.
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................

2. List two Purposes of First Aid Box.
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................
   .......................................................................................................

5.3 MAINTAINING A FIRST AID BOX

Providing First Aid is the first step in emergency situation. Every thing needs to be in order and in working condition in a First Aid Box. So, maintaining the First aid box is an important responsibility of First Aid provider.

Purposes

The main reasons why we need to maintain the First Aid Box are:

- For inspection of Box,
- To ensure that the Box is complete,
- To find out that the box is in usable condition,
- To check that the contents have not expired,
- To restock the articles and equipment and
- Replace any equipments or items that are not present or are not functioning properly.

Procedure

When maintaining the First Aid Box, you need to follow these steps:

Articles required

The following articles are required to learn the skills in maintaining First Aid Box:
1. An adult volunteer to check the first aid box.

2. First Aid Box.

3. Documentation form or checklist to check the contents of the box as given in Fig. 5.1.

**Steps for maintaining First Aid Box**

**Step 1** Ask the volunteer to open the First Aid Box.

**Step 2** Wash Hands.

**Step 3** Start the maintaining process by checking the first aid box and then replacing or restocking the articles needed.

**Step 4** Check the First Aid Box. See that there is no tear, cut in the box and the box is intact. See that it is kept at an appropriate location.

**Skills:** The box is important and must be checked thoroughly for break, tear, cut or leakage.

**Step 5** Take the First Aid Box check list form (Fig. 5.1) or simply note down in a diary regarding the items you check and what is required.

**Step 6** Check the dressing material and bandages, splints, band-aids, binder in the first aid box. Check their number, expiry and requirement. Note the requirement.

**Step 7** Check the solutions present like dettol/savlon/betadine. Check their amount, expiry and requirement. Note the requirement.

**Step 8** Check the medications present like paracetamol/disprin or glucose/volini etc. Check their number, expiry and requirement. Note the requirement.

**Step 9** Check the protective clothing present like gloves/apron/eye shield/mask etc. Check their number and requirement. Note the requirement.

**Step 10** Check for other essential items like scissors, thermometer, safety pin, adhesive tape, hot pack, cold pack, Tweezers, torch, spirit swabs etc. as per the articles to be present in First Aid Box as discussed in Unit 1 of Block 1 of Theory Course. Check their number and requirement. Note the requirement.

**Step 11** Check for presence of documentation forms/emergency telephone list/form with list of contents and pen. Note the requirement.

**Step 12** Fill up the checklist and complete it.

**Step 13** Replace/restock items.

**Step 14** Record and Report.

**Step 15** Wash Hands.
Fig. 5.1: First Aid Box Maintenance Checklist

In this check list tick the relevant answer, when the answer is “No” further action may be necessary.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Location &amp; Position of First Aid Box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Is the First Aid Box located in a prominent and accessible position?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Are workers aware of the location of the First Aid Box?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Do all workers have access to First Aid Box at all times?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Clear identification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Can the First Aid Box be clearly identified as a first aid Box</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Is the First Aid Box clearly marked with white red cross over white back ground?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Is the Box intact and proper?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Contents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Are the contents appropriate to the injuries or illness?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Does the First Aid Box contain sufficient quantity of each item required?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Are the contents appropriately labelled?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Are the contents of First Aid Box usable?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Number of Contents available and Requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Gauze pieces</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Bandages</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Cotton</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Band-Aids</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Adhesive plaster</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Eye pads</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Compressed Towel</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Emergency Blanket (optional)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Dettol or savlon</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Spirit</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Antiseptic ointments</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Paracetamol</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Disprin</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Volini spray/Moov cream</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Spirit Swab</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Crepe bandages (various sizes)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Thus, in the above section we discussed the steps of procedure regarding checking and maintaining the First Aid Box. In the next section, we will discuss the various safety precautions to be taken care when using and maintaining the First Aid Box. So, let’s continue.

5.4 SAFETY AND PRECAUTIONS

The various Safety and Precautions to be kept in mind when using and maintaining First Aid Box are:

- Be fully familiar with First Aid Box.
- Know what to use for injuries and other emergency situations.
- All job sites and work places must have First Aid Box.
- Keep the First Aid Box must be locked in cool and dry place.
- It must be kept readily available and location should be known to all.
- Store First Aid Box in such a place which is out of reach of children.
- Appropriate training to others must be given for use of First Aid Box.
- First Aid Box should not be incomplete.
Regular replacement of articles and equipment is to be done.

Each First Aid Box should contain list showing the original quantities.

Replace the useless or expired articles and medicines of the First Aid Box.

Always ensure proper first aid supplies are in stock to avoid any hassles while attending an emergency.

Use quality products in your First Aid Box.

Check, clean and replenish the First Aid Box at the end of day or any related activity.

Each First Aid Box should contain items which are required according to particular location or activity.

Check the First Aid Box regularly and update from time to time.

Thus, these are the various safety precautions that must be taken care of when using and maintaining the First Aid Box.

---

Check Your Progress 2

1. List 5 precautions to be taken care when using the First Aid Box.

---

5.5 LET US SUM UP

Hence, in this practical we have learnt about the utilization of First Aid Box and its advantages. We have also emphasized about the maintenance of First Aid Box. It is important to realize that First Aid Box must be continuously maintained and upgraded to keep it “ready for use”. Hope you will use these procedures when using and maintaining the First Aid Box.

5.6 KEY WORDS

Well versed : Very experienced and skilled in use of something

Assistance : Help

Purchased : To buy something

Precious : Very valuable and costly

Necessary : Essential/Important
Use and Maintenance of First Aid Box

Usable: Which can be used
Expired: To come to an end so that it cannot be used any more
Contents: Items present
Replace: Keep something in place of the same thing when it has finished.
Restock: Put back new items/replenish
Intact: Not broken or changed
Emphasized: Give special attention or stress upon something
Continuously: Without interruption
Maintained: Keep up or preserve
Upgraded: To raise to a higher standard
Appropriate: Suitable for the particular purpose
Original: Actual/without change
Quantities: Amount or number
Useless: Of no use
Ensure: Make sure or be certain about something
Stock: Having items for use
Hassles: Troubles
Attending: Be present and doing your duty
Quality: How good or bad something is
Particular: Associated with a specific person, group, thing, or category
Location: Place where something is present or found
Activity: Action

5.7 ANSWERS TO CHECK YOUR PROGRESS

Check Your Progress 1
1. Refer Section 5.2
2. Refer Section 5.2

Check Your Progress 2
1. Refer Section 5.3

5.8 ACTIVITIES

Activity 1

Make a First Aid Box at Home. Write the steps you used for making the First Aid Box and paste its photograph. Record in Log-Book.

(Self Activity)
Activity 2

Find out about any First Aid Box being used at your study centre/workplace/school/college/home. Check the items present in this box. Record in Log-Book.

(Self Activity)

5.9 REFERENCES


6. https://www.youtube.com/watch?v=x9bTx3hB82U

7. https://www.youtube.com/watch?v=WjRpnF9bdV8