



VICTORIAN SQUARE DANCE ASSOCIATION

FIRST AID KIT

OPERATING PROCEDURES



VICTOIAN SQUARE DANCING ASSOCIATION inc

FIRST AID KIT GUIDELINES

Kit must remain with the V.S.D.A equipment when not being used.

Kit to be used by a certified level two person at each function.

Kit movement sheet MUST be filled out each time Kit used.

Kit equipment used sheet to be filled out if any equipment used.

These guide lines to included in the function to do book to make sure this is taken to all V.S.D.A functions

Kit to be locked away at night if function is more than one day.

V.S.D.A Committee to nominate a person to check First aid kit after each use and this person will be the one in charge of replacing items used

All injuries treated are to be recorded in treatment book inside First aid kit.

First aid kit only for emergency use only not for every day needs.

Kit to be located rear of stage near callers table

