

## HOW TO USE THE FIRST AID LOG

- Please review the inside front cover of this *First Aid Log* for steps to follow in case of serious injury or illness. Please review the inside back cover for steps to follow in case of fatal injury or illness.
- This logbook may be used for resident camping, day camp, a council or district event such as a camporee, Scoutorama, klondike derby, or similar activity. Identify on the outside front cover the camp or event and the period of time the contents of the log span.
- OSHA's standards require that a separate log be maintained for staff and local council employees. This booklet fulfills that purpose.
- The United States Department of Labor form No.101 must be filed by the person in your council who is responsible for administration of insurance claims and workers' compensation claims. The form is available at <http://www.dol.gov/library/forms/FormsByNum.asp> (OSHA No. 101).
- The following OSHA forms are enclosed, near the back of this book. They are also available, with related materials, at <http://www.osha.gov/pls/publications/pubindex.list>. Fill them out and retain them for 5 years, as explained on the forms.

OSHA Form 300	Log of Work-Related Injuries and Illnesses
OSHA Form 300A	Summary of Work-Related Injuries and Illnesses
OSHA Form 301	Injury and Illness Incident Report

- If a complete page in the Daily First Aid Log is not used on any one day, draw a line through the entire next space across both pages and then enter the next day's date on the next line. This eliminates the possibility of "false entries" at a later date.
- List each person's name on a separate line.
- Print the time of day; name of each person seen; a brief summary of injury or complaint of illness; and pertinent comments. (Information should include the nature of the activity engaged in at the time of the injury or illness and the specific location, such as swimming pool, troop campsite, or dining hall.) Each treatment or disposition must be described and signed by the person rendering the aid. Use as many lines as needed for each entry.
- Use as many lines as needed for each entry and/or follow-up note.
- The SOAP formula is recommended for recording in this log. (See examples on the next page.)
  - S—Subjective: what you are *told*
  - O—Objective: what you *see and measure*
  - A—Assessment: working diagnosis, what you *think* is the problem
  - P—Plan: what you *did to treat* the problem
- Study and use the examples on pages 2 and 3 when making entries in the *Daily First Aid Log*.
- **IMPORTANT.** This record book is purposely bound in order that it become a permanent record. It should be kept on file in the council service center after camp or the event for a period of at least ten years. **DO NOT REMOVE ANY OF THE RECORD PAGES.**
- Camp health officer(s) and/or event health officer(s) using this log should fill in the information below.

Name/Title	Address	Signature	Initials