



MNA Inc
FIRST AID TREATMENT REGISTER To be kept with First Aid Kit

This form should be used by FAOs to record treatment provided. The register may be kept electronically in a local shared folder or kept in a hard copy file by the FAO.

Date:	Time:	Name of patient:	Description of injury:	How the injury occurred:	Treatment provided:	First Aider Name:	Initials:	Reported to MNA Board: Yes/No

NOTE: Review the injury types treated to assist with the planning and provision of appropriate first aid arrangements. For medical emergencies of a personal nature, records may be maintained separately on the individuals personal HR file.

(First aid treatment records must be kept for a period of 7 years following last action).