



Health Services Office

First Aid Kit Request Form

Activity Title		Requesting Organization/ Department		Name & Date Received: <i>(To be filled out by HSO staff)</i>	
Designation	Contact No.:	E-Mail Address:			
No. of Participants:		No. of Vehicles:			
Address of Venue:					
Brief Description of Activity					
Departure Date	Departure Time	Arrival Date		Arrival Time	
Pick-up Date:		Return Date:			

Requested by:	Noted by:	Approved by:
<hr/> Signature over printed name / Date	<hr/> Signature over printed name / Date Office Head/Supervisor	Dr. Lily Ann H. Cabuling Director Health Services Office

Reminder: Submit this form one (1) week before the date of activity

Guidelines on Requesting for First Aid Kits

To ensure that the University provides first aid management of minor wounds outside of the clinic, first aid kits are prepared and distributed to convenient and accessible locations in the campus. The Health Services Office (HSO) assigns first aid kit custodians. Contents of the kits are to be replenished as they become depleted. First aid kits are also provided to group of employees and students during off-campus activities.

Provision of first aid kits for off-campus activities shall be governed by the following:

1. A First Aid Kit Request Form shall be submitted to the Health Services Office (HSO) no later than one week prior to the date that the first aid kits are needed.
2. The representative of the requesting unit shall get the first aid kits at the Main Clinic, Ground Floor of Br. Cannon Hall one (1) working day before the activity or the date of travel.
3. The representative shall return the kits to the Main Clinic upon arrival in the campus. The Medicine and Medical Supply Consumption Report Form shall be properly and completely filled-out for inventory purposes.
4. The requesting office shall be responsible in maintaining the preservation of the first aid kit receptacles.