



STANDARD OPERATING PROCEDURE

Department: Personnel and Administration	SOP No.:
Title: First Aid	Effective Date:
Supersedes: Nil	Review Date:
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1.0 OBJECTIVE

To lay down the procedure for administrating first aid and maintenance of first aid box.

2.0 SCOPE

This procedure is applicable for first aid in

3.0 RESPONSIBILITY

Head – PAD

4.0 PROCEDURE

4.1 In case of minor injuries first aid shall be applied

4.2 First Aid box shall be available in the following area

- Security Gate
- Quality Control (Incharge Room)
- Main Entry (Tablet Section)
- Main Entry (Soft Gelatin)
- Main Entry (Oinment)
- Engineering (Incharge Room)

4.2.1 In case of minor injury, follow the below mentioned route

4.2.2 Stop work and inform area incharge immediately

4.2.3 Area Incharge shall immediately refer the incident to trained first aid provider

4.2.4 Depending the nature and gravity of injury, first aid shall be administered.

4.3 In case the injury is major or require further medical assistance, P & A department shall arrange for transportation of the concerned employee to approved hospital. Ambulance or a spare vehicle shall be made available all the time at security gate for carrying the affected employee to the hospital, if situation warrants, maintenance of first aid box.

4.3.1 The first aid box shall contain the following items:

- Analgesic Tablets



PHARMA DEVILS

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- Antipyretic Tablets
- Adhesive Tape
- Ointment for minor burns, cuts, wounds, etc.
- Scissors
- Tincture
- Cotton Bandages
- Cotton roll
- Gauze roll
- Gauze pad
- Kidney Tray
- Surgical hand gloves
- Iodex
- Triangular bandage
- Wodden Splints
- Safety Pins
- Band Aid
- Gentian Violet
- Antiseptic like Dettol/Betadine

Note: Medicines like tablets and lotion/ creams shall not be available in production area first aid boxes

- 4.3.2 The respective departments shall ensure that the shelf life and quantity of the medicines are appropriately maintained.
- 4.3.3 In case the contents of first aid box are required to be replenished, requisition shall be raised to P&A department (as per Annexure-I)
- 4.3.4 A list of first aid provided with contact number shall be available on the first aid box for ready reference.

5.0 REFERENCE

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard



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Operating Procedure (SOP).

6.0 ANNEXURE

Annexure – I: Requisition for First Aid Box Contents

7.0 ABBREVIATION (S)/DEFINITION (S)

Nil

REVISION CARD

REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
00	--	--	New SOP	--

