

articles for the immediate treatment of injuries. "Departmental kits" are larger—they are planned to cover a group of workers and the quantity of material depends on the size of the working force. "Trunk kits" are the most complete—they can be carried easily to the accident site, or can be stored near working areas that are distant from well-equipped emergency first aid rooms. Although they include such bulky items as a wash basin, blankets, splints, and stretchers, they can be carried conveniently by two men.

Distribution of first aid kits throughout the plant seems to work to best advantage when supervised properly. Each kit is the responsibility of a single, trained individual who should understand that he is to care for the most trivial injuries only or to render only temporary treatment for more serious cases. It is believed that with this system many slight scratches and cuts are given attention which they would otherwise not receive.

In such industrial organizations as mining companies and public utilities, where activities are widely scattered, the use of first aid kits and some self-medication by employees may be necessary. In these instances, however, it is better if first aid service can be controlled by having the attendant in charge properly instructed in first aid and by seeing that the service as a whole has proper medical supervision.

The maintenance and use of all of these first aid kits should be under the supervision of medical personnel, and they should contain the materials approved by the consultant physician. A member of the medical services group should be assigned to inspect all first aid materials regularly, and to submit a report of their content level and serviceability—Are the required materials enclosed? Are they clean and dry?

Maintenance of quantities of materials in the first aid kit is facilitated if each kit contains a list showing the original contents and the minimum quantities below which new materials should be ordered. All bottles or other containers should be clearly labeled.

Recommended materials for first aid kits are listed in the American Red Cross and the U.S. Bureau of Mines first aid textbooks. Suggestions are also available from the Amer-

ican Medical Association and from manufacturers of first aid materials. Also see N S C Data Sheet No. 202, *Unit First Aid Kits*.

Stretchers Inadequate facilities for transporting a seriously injured person from the scene of the accident to a first aid room or a hospital can add to the seriousness of the injury and may be the determining factor between life and death.

The stretcher provides the most acceptable method of hand transportation and it can be used as a temporary cot at the scene of the accident, during transit in a vehicle, and at the first aid room or dispensary.

There are several types of stretchers. The ordinary army type is commonly used, and is satisfactory. However, when it is necessary to hoist or lower the injured person out of awkward places, specially shaped stretchers to which the patient may be strapped and thus kept in an immovable position are better.

Stretchers should be located conveniently near all places where employees are exposed to serious hazards. It is customary to keep stretchers, blankets, and splints in cabinets that are marked and placed to stand out among everything surrounding them. Stretchers should be kept clean, should not be exposed to destructive fumes, dust, or other substances, should be protected against mechanical damage, and should be ready for use at all times. If the stretcher is of a type that will deteriorate, it should be tested periodically for durability and for strength.

Medical records

Industrial medical records provide data for use in job placement, in establishing health standards, in health maintenance, in treatment and rehabilitation, in workmen's compensation cases, in epidemiologic studies, and in helping management with program evaluation and improvement. These data are collected in the history interview, from the preplacement examination and any subsequent examinations, and from all visits the worker makes to the dispensary or first aid room—they establish a medical profile of each worker.

The key to accurate diagnosis and treatment often lies in the adequacy and completeness of this medical profile, therefore, its maintenance is a professional responsibility.