



## Documentation of first aid services (first aid book)

(§ 24 Abs. 6 DGUV Vorschrift 1 „Grundsätze der Prävention“)

☞ s. Procedural note at the end of the document

### **Name of the injured or ill person**

\_\_\_\_\_  
Name, First name

Employee:

Student:

### **Details of the course of the accident or damage to health**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Place

### **Course of events**

### **Nature and extent of the injury/illness**

### **Name of the witnesses**

\_\_\_\_\_  
Name, First name



### **First aid services**

\_\_\_\_\_

Date

\_\_\_\_\_

Time

### **Type and manner of first aid measures**

### **Name of first aider**

\_\_\_\_\_

Name, First name

Completed by:

\_\_\_\_\_

Name, First name

\_\_\_\_\_

Place, Date

**X**

\_\_\_\_\_

Signature

### **Recording the first aid service**

According to Section 24 (6) of DGUV Regulation 1 "Principles of Prevention", records must be kept of all first aid provided and stored for **five** years. The records must be treated confidentially.

The information serves as proof that the injury/illness occurred during an insured activity. These records can be very important if, for example, late effects should occur.

These records of the first aid provided in the company are also a source of information for the recording, investigation and evaluation of non-reportable accidents at work, which must be carried out by the company doctor and the occupational safety specialist.

### **Procedure note**

Please send this carefully **completed and signed** form by e-mail to [arbeitsschutz@uni-luebeck.de](mailto:arbeitsschutz@uni-luebeck.de).

The completed forms will be archived confidentially in the Occupational Health and Safety department.