

Circular No. 31/65/4.
LANCASTER & MORECAMBE.
21st July, 1965.

To: Sub. Postmasters,
Postal Delivery Offices.

Offices, Shops, and Railway Premises Act 1963
First Aid Arrangements

The Post Office intends to provide a First Aid Outfit in the premises which you provide for mail work. When this outfit is provided, a list of the minimum contents will be enclosed, and the contents must not be allowed to fall below this standard. The kit provided initially will be the minimum, plus an estimated three months' supply of expendable items. As need arises stocks should be replenished to this supplemented figure.

A book will be provided in which to record details of treatments given, and it is essential that all cases, no matter how trivial, should be entered.

It will be necessary to designate some person to have charge of the outfit, and it is Post Office policy that wherever possible ALL officers in charge of First Aid outfits should be qualified First Aiders.

The First Aid Organiser will call on you to discuss the arrangements.

Lan. 64457

H. MAIDEN,
Head Postmaster.