Gym first aid kit and AED checklist

Keep the first aid kit stocked and the defibrillator ready, with a record of every check.

Club / location _____

Kit and AED location _____

Responsible person _____

The model Code of Practice for first aid suggests checking kits after each use or, if unused, at least every 12 months, and maintaining AEDs to the manufacturer's specifications. Many gyms check monthly. Follow your own first aid assessment and the AED manufacturer's instructions.

First aid kit

- ☐ The kit is in its signed location, easy to reach and marked with a white cross on green.
- ☐ The contents match the inventory list kept in the kit.
- ☐ Items are in date and in good condition, and sterile packs are sealed.
- ☐ Anything used since the last check has been replaced.
- ☐ Items your first aid assessment calls for, such as eye wash or cold packs, are present.
- ☐ The inventory list is signed and dated.

Defibrillator (AED)

- ☐ The AED is in its signed location, visible, unobstructed and away from extreme heat.
- ☐ The status indicator shows ready, with no warning lights or alarms.
- ☐ Electrode pads are sealed and in date, including child pads if you keep them.
- ☐ The battery is within its expiry or replacement date.
- ☐ The rescue kit is present: gloves, razor, scissors, towel and face shield.
- ☐ Any fault is reported straight away and a replacement unit arranged.

Checked by / date _____

Faults found and reported to _____

Gym first aid kit and AED checklist

First aid kit and AED - after use, readiness and the 12-month log.

After the kit or AED is used

- [ ] Replace used pads and kit items before the area reopens, or as soon as practicable.
- [ ] Follow the manufacturer's steps after an AED is used, including any data download.
- [ ] Complete an incident report and notify anyone your procedure requires.
- [ ] Check on the staff involved and offer support.

Readiness review

- [ ] The roster shows a trained first aider for each staffed shift.
- [ ] Emergency numbers, the club address and the AED location are posted near phones and at reception.
- [ ] For unstaffed hours, members are told how to call for help and where the AED is.
- [ ] First aid records and incidents are reviewed for patterns.

12-month check log

Month	Kit OK	AED ready	Pads expiry	Battery expiry	Items replaced	Checked by

Explore the related ClubPilot workflow