

## First Aid Kits

### OVERVIEW

University units must provide first aid kits in University workplaces suitable for the occupational workplace and response time of emergency medical services.

### RESPONSIBILITY

Units are to provide first aid kits at workplaces.

Unit supervisors or designees are to make sure appropriate first aid supplies are maintained and stocked.

### FIRST AID KITS

#### General Requirements

First aid kits are to be:

- Easily accessible to employees;
- Clearly marked;
- Stored in containers that protect kit items from damage, deterioration, or contamination;
- Easily moved to the location of an injured or acutely ill person, and
- Placed on vehicles in the absence of readily-accessible first aid kits in a fixed location.

Vehicles which may require first aid kits include crew vehicles, construction, and agricultural vehicles.

#### Selection

Units may select from three options to select first aid kits and supplies. See below and S20.40.2-4.

#### Option 1

Units may purchase first aid kits and supplies from Central Stores. (See 70.35.) Units determine the first aid kit contents based upon the number of personnel assigned to the workplace and the occupational setting.

Refer to the table below to determine the minimum size first aid kit required for the workplace:

<b>Number of Personnel Normally Assigned to the Workplace</b>	<b>Minimum Size First Aid Kit Required at the Workplace</b>
1-5	12 package kit
6-15	16 package kit
16-30	24 package kit
31-50	36 package kit

## **First Aid Kits**

<i>12 Package Kit Contents</i>	1 pkg. absorbent gauze, 24" x 72" (1 per pkg.) 1 pkg. adhesive bandages, 1" (16 per pkg.) 1 pkg. bandage compresses, 4" (1 per pkg.) 1 pkg. scissors and tweezers (1 each per pkg.) 1 pkg. triangular bandage, 40" (1 per pkg.) 1 pkg. antiseptic soap or pads (3 per pkg.) 1 pkg. stretch roller gauze, 3" x 5 yds (1 pkg.) 1 roll of 1" medical tape 2 pairs of latex gloves (sizes M and L) 1 pkg. CPR face shields 1 biohazard bag
<i>16 Package Kit Contents</i>	1 pkg. absorbent gauze, 24" x 72" (1 per pkg.) 1 pkg. adhesive bandages, 1" (16 per pkg.) 2 pkgs. bandage compresses, 4" (1 per pkg.) 1 pkg. eye dressing (1 per pkg.) 1 pkg. scissors and tweezers (1 each per pkg.) 1 pkg. triangular bandage, 40" (1 per pkg.) 1 pkg. antiseptic soap or pads (3 per pkg.) 3 pkgs. stretch roller gauze, 3" x 5 yds (1 pkg.) 1 roll of 1" medical tape 2 pairs of latex gloves (sizes M and L) 1 pkg. CPR face shields 1 biohazard bag
<i>24 Package Kit Contents</i>	2 pkgs. absorbent gauze, 24" x 72" (1 per pkg.) 1 pkg. adhesive bandages, 1" (16 per pkg.) 2 pkgs. bandage compresses, 4" (1 per pkg.) 1 pkg. eye dressing (1 per pkg.) 1 pkg. scissors and tweezers (1 each per pkg.) 5 pkgs. triangular bandage, 40" (1 per pkg.) 1 pkg. antiseptic soap or pads (3 per pkg.) 4 pkgs. stretch roller gauze, 3" x 5 yd (1 pkg.) 1 roll of 1" medical tape 1 chemical cold pack 3 pairs of latex gloves (sizes M, L, and XL) 1 pkg. CPR face shields 1 biohazard bag
<i>36 Package Kit Contents</i>	4 pkgs. absorbent gauze, 24" x 72" (1 per pkg.) 2 pkgs. adhesive bandages, 1" (16 per pkg.) 5 pkgs. bandage compresses, 4" (1 per pkg.) 2 pkgs. eye dressing (1 per pkg.) 1 pkg. scissors and tweezers (1 each per pkg.) 5 pkgs. triangular bandage, 40" (1 per pkg.) 1 pkg. antiseptic soap or pads (3 per pkg.) (36-package kit list is continued on S20.45.3.)

## First Aid Kits

### *36 Package Kit Contents (cont.)*

6 pkgs. stretch roller gauze, 3" x 5 yds (1 pkg.)  
 1 roll of 1" medical tape  
 2 chemical cold packs  
 3 pairs of latex gloves (sizes M, L, and XL)  
 1 pkg. CPR face shields  
 1 biohazard bag  
 2 additional items from the above 36-package kit list. Add items which seem best suited to the work environment.

### *Special First Aid Supplies*

Units are to add the following contents to first aid kits based on the occupational setting:

#### *Office/Adminstrative Workplaces*

- No additions

#### *Laboratory Workplaces*

- Sterile non-adherent dressings

NOTE: To identify the need for additional special first aid supplies, laboratory managers and principal investigators are to review the material safety data sheets (MSDSs) of the chemicals used in applicable laboratory areas. For example, laboratories using hydrofluoric acid are to have calcium gluconate gel to treat acid exposure.

#### *Agricultural Workplaces*

- Heavy duty scissors (to remove clothing)
- Glucose packets (diabetics)
- Large and medium size closing plastic bag (for traumatic amputation)
- Saline eyewash (16 ounces)
- Bee sting swabs
- Emergency blanket
- 4 Sterile compress bandages (4" x 4")
- Goggles
- 2" wide roll of medical tape

#### *Industrial Workplaces*

- Sterile non-adhesive dressing
- Heavy duty scissors (to remove clothing)
- Emergency blanket
- 4 Sterile compress bandages (4" x 4")
- Large and medium size closing plastic bag (for traumatic amputation)
- Goggles
- 2" wide roll of medical tape

#### *Wilderness/Remote Workplaces*

Units are to consider obtaining first aid kits and first aid contents recommended by the Wilderness Medicine Institute if employees work in the wilderness or remote locations. Contact EH&S for assistance.

## **First Aid Kits**

Option 2 Units may establish contracts with companies to obtain first aid kits and restocking services suitable for unit workplaces. Contact Environmental Health and Safety (EH&S) for information regarding companies which provide these services.

Option 3 Units may purchase first aid kits and supplies designed for a specific workplace from safety supply companies.

### **Over-the-Counter Medications**

First aid kits may include over-the-counter medications if such medications meet the following criteria:

- For adults only
- Not for the convenience of employees
- For minor emergency use
- Purchased in small quantities

### **Other First Aid-Related SPPMs**

For additional information regarding first aid procedures, refer to the following sections:

- Public Access Defibrillators (Automatic External Defibrillators) S45.14
- Emergency Eyewashes and Safety Showers S20.45
- First Aid Training S20.32