

First Aid Kit Guidance

General Guidelines

The locations of first aid kits shall be clearly marked so that those who need to locate them may do so quickly and easily, which means the first aid kits cannot be locked. If a first aid kit is available, all employees and students in the space should be informed regarding the availability and location of any first aid kits and supplies.

The first aid kits should be self-serving. If the department, Principal Investigator, or Supervisor decides to authorize a person or people to administer first aid, then those individuals must be first aid trained and should take blood borne pathogens training.

Any medical emergency which involves loss of consciousness, profuse bleeding, possible broken bones, head or neck injuries, serious burns, cardiovascular distress, or any other serious injury or illness should immediately be referred to the EMS system by dialing 911.

If an injury or accident occurs, immediately report the incident to the Principal Investigator, Supervisor, or Teaching Assistant, as well as lab injuries, all exposures and near misses. If the injured party is an employee, then the supervisor must complete Report of Incident form and send to the Office of Risk Management.

Principal Investigators and Supervisors are responsible for training lab workers regarding the location of first aid kits and PPE accessories. Pls/supervisors can choose to determine whether to arrange for and/or sponsor first aid and CPR training for their staff.

First aid kits are strictly intended to allow persons to treat themselves and/or others for minor medical incidents, not to replace professional medical services.

Recommended Contents

Source: American National Standards Institute (ANSI Z308.1-1998)

- 1 - absorbent compress (32 sq. in. with no side smaller than 4 in.)
- 16 - adhesive bandages (1 x 3 in.)
- Adhesive tape (total of 5 yd.)
- 10 - individual-use antiseptic applications (0.5 g each)
- 6 - individual-use burn treatment applications (0.5 g each)
- 2 - pairs of medical exam gloves
- 4 - sterile pads (3 x 3 in.)
- 1 - triangular bandage (40 x 40 x 56 in.)

No medications (oral or inhaled) should be included in the first aid kits



Inspection elements

It is the responsibility of the departments, supervisors, or principal investigators of the assigned space to ensure the first aid kits are inspected. They should be inspected on a periodic basis (three months is a good rule of thumb) to replenish contents and to discard expired items.

Is the kit at its assigned site?

Are the kit contents complete, and have used or damaged items been replaced?

What is the condition of the contents (are they dry, properly packaged, clean, etc.)?

Are there any signs of tampering or vandalism of the kit or its contents?

Are there extraneous, unnecessary items stored in the kit? (these should be removed)

Check expiration dates and replace any out-of-date contents

Is an instruction book or first aid manual available?

Is there a notice that informs staff that any injury requiring first aid application should be reported to their supervisor even if medical treatment may not be necessary.