

# North Dakota State University

## First Aid Kits

### **I. Introduction**

A first aid kit is a collection of supplies and equipment for use in giving first aid, and can be put together for that purpose by an individual, department or purchased as a complete kit. It is recommended that each department ensure adequate supplies readily available to each employee and are easily accessible in each work or activity area. Each kit should be stocked with necessary supplies for the potential of injuries in their work area.

### **II. Purpose**

Provide first aid kits, supplies, and other equipment to immediately treat workers or others who have been injured or become ill in the workplace.

### **III. Goals**

To provide a safe operating procedure that will maximize personal safety while performing the duties required of employment at NDSU.

### **IV. Procedures**

It is recommended that when there is a reasonable probability of injury in any department, a first aid kit should be readily available. Use of first aid kits are not meant to replace professional treatment from the University's Designated Medical Provider or from the employee's specified provider. They are to be utilized only for immediate treatment or when professional medical treatment will not be necessary for the injury.

1. In the event of a serious injury or illness, quick access to the kit is vital. First aid kits should be kept in a prominent, accessible location and able to be retrieved promptly. Access should also be ensured in security-controlled workplaces. First aid kits should be located close to areas where there is a higher risk of injury or illness.
2. Departments are responsible for ensuring that adequate first-aid supplies are readily available to each employee and are easily accessible in each work or activity area. In addition, departments are responsible for:
  - Monitoring the proper purchase, installation, training (where required), and inspection of all first aid stations
  - Providing inspection checklists for designated department employees charged with the first aid station up-keep
  - Coordinating inspections on a regular basis (at least quarterly) of departmental first aid stations and replacing expired or used materials. The inspection must be documented.
  - Reporting all injuries to the Safety Office within 24 hours

3. Each affected employee is responsible for following the requirements of the First aid kits procedures:
  - Familiarizing yourself with the location and operation of the nearest first aid station
  - Reporting to your supervisor any incident that required the use of a first aid station
4. Kit Supplies:

The Safety Office can assist departments in the selection of a sufficient first aid kit. First aid kits should be compliant with the most recent ANSI standard and OSHA regulation. First aid kits must NOT contain oral, inhalant, or topical medications with the exception of those listed below. It is recommended that each department that chooses to have a first aid kit maintain these minimum supplies in their kit:

  - Hypo-allergenic first aid tape
  - Antiseptic wipes, individually sealed packages
  - Antibiotic application, individually sealed packages
  - One-way micro-shield CPR devices
  - Triangular bandage, disposable
  - Flexible fabric bandages
  - Sterile pads
  - Flexible gauze
  - Disposable gloves, individual packets of medium, large, x-large
  - Elastic bandage
  - Burn treatment packages
  - Bottle of eye wash solution
5. Each department also has the opportunity to determine what optional supplies may be included in their kit based on their safety needs. Here are some examples of optional supplies:
  - Body fluid spill clean-up kit
  - Cold pack, disposable
  - Oval eye pads
  - Scissor with stainless-steel blades
  - Single use tweezers or stainless-steel (sterilized after each use)

6. Additional first aid supplies may be required at remote sites, or when first aid kits are for use by trained personnel only.
7. Each first-aid kit must be maintained and inspected at least once per quarter to ensure that:
  - The kit itself is an officially labeled First Aid container
  - The kit is at its designated location and is readily accessible and visible
  - Supplies past their expiration date are discarded and replaced
  - Sterile items remain within their sealed packaging
  - Items such as tweezers and scissors that may have been contaminated with body fluids are sterilized or disinfected according to the appropriate guidelines provided by the Center for Disease Control or that these contaminated items are replaced.

Contact NDSU Central Stores for kits and supplies that you may need for your area. They have different kits with a variety of materials in them. Central Stores can also assist you in replenishing the items that are needed.

Remember – safety is everyone’s responsibility. Report hazards immediately to your supervisor or complete the NDSU Near Miss Report. Keep work areas neat and orderly,