

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
- Placed on vehicles in the absence of readily accessible first aid kits in a fixed location

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

Selection

Units may select from the three options below to select first aid kits and supplies.

Option 1

Units may purchase first aid kits and supplies from University Stores (see *BPPM 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 *Table 1* to determine the minimum size first aid kit required for the workplace:

Table 1

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

First Aid Kits*12 Package Kit Contents*

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

16 Package Kit Contents

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

24 Package Kit Contents

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

36 Package Kit Contents

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 2.42.3.)

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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 that 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 following occupational settings:

Office/Administrative 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 safety data sheets (SDS) 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

First Aid Kits

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 Environmental Health and Safety (EH&S) for assistance.

Option 2

Units may establish contracts with companies to obtain first aid kits and restocking services suitable for unit workplaces. Contact 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 the following criteria are met:

- Units have conducted a hazard assessment of such medications in accordance with Washington Department of Labor and Industries regulations and guidelines.

Contact EH&S for assistance; telephone 509-335-3041.

- Unit use of such medications is approved by the offices of Health and Wellness Services and the WSU First Aid Trainer, University Recreation.

Submit copies of the applicable hazard assessments with the requests for approval to both offices.

- Unit personnel who are to use the first aid kit are properly trained in administration of such medications.
- Such medications are not for the convenience of employees, students, or guests.
- Such medications are for minor emergency use only.
- Such medications are purchased in small quantities.

Other First Aid-Related SPPM Sections

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

- Public Access Defibrillators (Automatic External Defibrillators); *SPPM 2.46*
- Emergency Eyewashes and Safety Showers; *SPPM 5.15*
- First Aid Training; *SPPM 2.40*