**Policies > First Aid Kit Use**  
**INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS**  
**ENVIRONMENTAL SAFETY POLICY**

**Subject: First Aid Kit Use**

**Effective Date: February 1, 1997**

**Approved: Robert Martin, Vice Chancellor - Policy: 2**

**PURPOSE AND BACKGROUND:**

Departments have expressed a desire to have first aid kits available for treating minor injuries and for providing immediate aid until professional medical personnel are able to treat more serious injuries.

This policy outlines the conditions under which first aid kits may be used.

**SCOPE:**

This policy applies to all staff, faculty, students and guests of the University Community except those whose job function includes providing medical care.

**POLICY:**

All injuries are to be reported in compliance with Human Resources Administration policy for on-the-job injuries. These requirements include reporting the injury within 24 hours to the supervisor and forwarding a report of injury to Student Employee Health Services.

The use of first aid kits will be limited to treating injuries that need immediate attention prior to proper medical care being administered. First aid kits may be used under the following conditions:

1. Contents of the first aid kit are limited to the approved material list.

2. Use of the first aid kit is to be limited to individuals trained by a recognized first aid training organization.

3. First aid kits are to be inspected on a regular basis, not to exceed a three-month interval for contents and expiration dates. Supplies are to be replaced promptly when deficient.

4. The use of the first aid kit shall be controlled by someone in a supervisory position.

5. All costs associated with the use of the first aid kit are to be born by the department using the kit.
Excluded items:

Band-Aids and antiseptic agents may be dispensed without meeting the requirements for a first aid kit, as long as the supervisor is advised of the injury and the injury does not require medical attention.

PROCEDURE:

Fire Protection Services will provide an approved contents list for first aid kits. Environmental Health and Safety will make the approved list of contents available, will provide information regarding first aid training availability and will monitor compliance with this policy in conjunction with other normal inspection activities. Departments using first aid kits shall notify Environmental Health and Safety of their location.

FIRST AID KIT APPROVED MATERIAL LIST *

Rolls, 5 yards x 2" adhesive tape (2)
Assorted adhesive bandages {band-aids} (20)
4" x 5" pressure compress trauma bandage (1)
Premoistened antiseptic wipes (10)
4" x 4" gauze pads (5)
2" x 5 yards kling wrap (1)
4" x 5 yards kling wrap (4)
Pairs infection control gloves (4)
Protective goggles (1)
Small ice pack (1)
4" x 4" water jel burn treatment (1)
Small paramedic shears (1)
CPR microshield or equivalent with one way valve (1)

*Acceptable amounts are provided as a guide to aid in the selection of appropriate first aid kits. Quantities of material may vary depending upon manufacturer of kit and department needs.

Approved March, 1993