

FIRST AID POLICY

PURPOSE

To set forth policy pertaining to the content, placement, and usage of first aid kits in all University buildings and facilities.

GENERAL

It must be clearly understood that first aid kits are not intended to replace the use of professional Emergency Medical Services (EMS). Rather, these kits are intended to allow persons to treat themselves and/or others for minor medical incidents. 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 Public Safety by dialing 610-436-3311 or extension 3311 from any campus telephone.

POLICY

All departments of West Chester University shall maintain a first aid kit for the purpose of providing first aid to victims of accident or illness. First aid kits shall be accessible to all those who might need the supplies and materials contained in them.

The location of these kits shall be clearly marked so that those who need to locate them may do so easily. The department involved shall inform employees regarding the availability of any first aid kits or supplies.

At least once a year department designee should inspect and replenish their first aid kits. All expired items, leaking, or non-sterile items must be removed. Due to possible allergic reactions, no department shall fund or maintain any form of medication (oral, inhaled, topical prescription or non-prescription) in first aid kits for use by the general population of University employees or students. Unapproved items may also increase the severity of an injury and/or hamper a physician's medical treatment.

1. CONTENTS OF FIRST AID KITS

- A. First aid kits shall be created based on the needs of the department and guidance regarding the content, location and potential use of the medical supplies is available from EHS. If there is a specialized need for a first aid kit or supplies, such as for use in the field or in a vehicle EHS can help you choose an appropriate kit or supplies, and if needed obtain the necessary physician approval. Please visit the EHS website for a list of reputable first aid kit vendors.

2. OBTAINING FIRST AID KITS

- A. All charges or costs to purchase kits and supplies have been decentralized to each department. The University purchasing system or purchasing card may be used to order an initial first aid kit and supplemental supplies as needed.
- B. Since no first aid kit purchased with University funds shall contain any oral or topical substance for use in the delivery of first aid, the purchase of prepackaged kits that may contain these items shall require the removal of such medication or substance(s). When possible, such substances shall be eliminated from the kits prior to purchasing. In cases where a kit is purchased with such substances, they shall be forfeited to EHS for proper disposal. EHS may conduct periodic inspections of first aid kits and will remove any unauthorized items.

3. APPROVED ITEMS FOR FIRST AID KITS

- A. Appropriate supplies and equipment which may be purchased and maintained in University funded first aid kits may include, but are not limited to:
 - 1. Adhesive Bandages – Band-aids (various sizes)
 - 2. Knuckle Bands
 - 3. Fingertip Bandage
 - 4. Bandage scissors
 - 5. Cotton
 - 6. Gauze Pads (4" x 4"), (3" x 3")
 - 7. Ice Packs (chemical) (or use Ziploc bags if ice is available)
 - 8. Non Latex Medical Gloves
 - 9. Buffered Eye Wash
 - 10. 1" Medical Tape
 - 11. Antiseptic Towelettes
 - 12. Roller Gauze (1"-3" available)
 - 13. Triangular Bandages
 - 14. Elastic Bandages (Ace wrap)
 - 15. Gauze Bandages (self adhering)
 - 16. Pocket Mask (for CPR)*

* Only if personnel in the first aid kit area are CPR certified and/or are familiar with their use.

4. RELATIONSHIP TO TRAINING

The use of a CPR Pocket Mask is best done by those trained specifically in CPR. No equipment or technique should be used or applied unless the person rendering first aid has specific training and/or experience. For those interested in first aid and CPR training, please contact either EHS or Department of Organizational Development.

Furthermore, it should be recognized that persons who work in the vicinity of a first aid kit may not be trained in first aid. If the injury or illness is beyond the scope of self-treatment or treatment by a competent coworker, Public Safety must be notified so that EMS can be alerted.

5. Relationship to the Emergency Medical Services (EMS) System

As a part of the EMS system, first aid can play a critical role in the reduction of death and disability. First aid personnel shall work cooperatively with the ambulance service Emergency Medical Technicians (EMT's) and EMT-Paramedics if such services are required as a result of a given emergency. In the event that a University employee provides first aid before the arrival of the ambulance service personnel, those involved in providing such care shall so identify themselves to the responding ambulance service and should briefly describe the first aid given.

6. Exposure

In order to prevent the spread of illness and disease it is crucial that those who assist in the administration of first aid use proper body substance isolation and universal precautions against bloodborne pathogens. Training on exposure control may be conducted by EHS.

7. Exceptions

This policy is not intended to cover situations in which the University employs or uses personnel with specific education, certification and/or licensure to deliver emergency care. Quick responders such as EMT's, EMT-Paramedics, Registered Nurses and other Health Care Professionals if available, shall use all supplies and equipment which they have been authorized to use by virtue of their specific training or medical protocols.

Adapted from Pennsylvania State University Policy SY21 First Aid Kits

Revised: **February, 2012**

Jon R. Brill Jr.
Assistant Director
Fire Safety and Compliance
Department of Environmental Health and Safety