



First Aid Kit Use

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POLICY # IN-FIAD.EHS.05

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Effective: March 1993

Last Updated: February 1997

Responsible IUPUI Campus Division:
Finance and Administration

Responsible IUPUI Campus Office:
Environmental Health and Safety

Responsible IUPUI Campus Administrator:
Rich Strong, Director, EHS

Policy Contact:
Primary contact person

The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the [Faculty Council website](#).

This policy is in accordance with University Policy [UA-08, Establishing University Policies](#).

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 Statement

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 Employment 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 borne by the department using the kit.

Reason for Policy

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.

Exceptions/Exclusions

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

Procedures

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)
- Pre-moistened antiseptic wipes (10)
- 4" x 4" gauze pads (5)
- 2" x 5 yards kling wrap (1)
- 4" x 5 yards kling wrap (1)
- Pairs infection control gloves (4)
- Protective goggles (1)
- Small ice pack (1)
- 4" x 4" water gel 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.

Definitions

Not provided - will be updated during review process.

Sanctions

Not provided - will be updated during review process.

Contact Information

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

(This section may be modified to include responsibilities if necessary.)

Forms

Not provided - will be updated during review process.

Web Addresses

Not provided - will be updated during review process.

Related Information

Not provided - will be updated during review process.

Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

<i>Date</i>	<i>Contact</i>	<i>Email</i>	<i>Status</i>
3/1993			Policy approved
2/1997			Most recent effective date
3/2014			Converted to policy template

Communications

Specify population to receive communications and desired communication methods.

	✓ the desired populations & communication methods
Students	
Staff	
Faculty	
Jag News	
Faculty Council	
Staff Council	
IUPUI Facebook	
IUPUI Twitter	
Housing	