

**PRAIRIE VIEW A&M UNIVERSITY**  
**UNIVERSITY ADMINISTRATIVE PROCEDURE**

**24.01.01. P0.07 First-Aid Kits and Training**

Approved February 07, 2011

Next Scheduled Review (February 2012)

**1. PURPOSE**

- 1.1 The purpose of this procedure is to define the University's procedures for ensuring first-aid kits are adequately placed and accessible.

**2. RESPONSIBILITIES**

- 2.1 The Environmental Health and Safety Department (ENHS) is responsible for ensuring that all departments follow the guidelines for acquiring and placement of the kits, and training as outlined in this procedure.
- 2.2 All departments are responsible for the purchase and proper stocking of first-aid kits, and compliance with this procedure.

**3. PROCEDURES**

- 3.1 A properly stocked and easily accessible first-aid kit can mean the difference between life and death. A basic first-aid kit shall be available in each building, department and vehicle.
- 3.2 The following list sets forth the minimally acceptable number and type of first-aid supplies for first-aid kits based on recommendations from the American National Standards Institute (ANSI) Z308.1 – 2003
- 3.2.1 1 ea. Absorbent Compress, 32 sq. inch (No side smaller than 4 inch).
- 3.2.2 16 ea. Adhesive Bandages, 1" x 3".
- 3.2.3 1 roll Adhesive tape, 3/8" x 5 yd.
- 3.2.4 10 ea. Antiseptic Applications, 0.5g application.
- 3.2.5 6 ea. Burn Treatment Applications, 0.5g application.
- 3.2.6 4 ea. Sterile Pads, 3" x 3" minimum.
- 3.2.7 2 pr. Medical Exam Gloves.
- 3.2.8 1 ea. Triangular Bandage, 40" x 40" x 56" minimum.
- 3.3 In addition to the above minimum contents, a kit should have optional items added, based upon specific workplace hazards. The selection of additional supplies should be added to the kit based on an assessment of each work area to determine the types of first aid likely to be needed. The result of the work area assessment will help determine the quantity as well as the type of items in the first-aid kit. Each kit shall have at least one breathing barrier (dome type with one-way filter for CPR).

- 3.4 Check past injury records for the area to get a basic picture of your first aid kit needs. The frequency and severity of previous injuries and the hazards in the work area provide information about the quantity of items to stock.
- 3.5 Look around the work area for hazards; sharp pointed objects that can cut or puncture, hot surfaces or chemicals that can cause burns, heavy moving objects that can cause crushing injuries, and sources of electricity that can cause electrical shock.
- 3.6 Environmental hazards such as insects, poisonous plants, sun and heat exposure should also be considered. Material safety data sheets will give first aid recommendations for treatment of exposures to chemicals used in the workplace.
- 3.7 A good first-aid kit will contain items to treat specific hazards in the environment.
- 3.8 The location of the first-aid kit is as important as selecting the proper contents. Supply enough first-aid kits to provide a quick response by locating them in every building on every floor.
- 3.9 Ensure your departments provide first-aid kits for each of your state owned or rented vehicles. This includes the COPS patrol cars and the Physical Plant job carts.
- 3.10 As with all safety equipment, the location of the first-aid kit should be identified with notices or signs and include emergency contacts.
- 3.11 Inventory supplies and restock items, as necessary. No matter how big or small the first-aid kit is, it is important to remember to check the kit regularly for product expiration dates and restock after every use.
- 3.12. Every department head needs to determine the appropriate number of people to be trained in First Aid and ensure they stay properly trained.
- 3.13. In an emergency, contact **PVAMU Department of Public Safety. On a campus phone, dial 4911 or, from a non campus phone (936) 857-4911.**

**Contact Office:** Environmental Health and Safety Department, 936-261-1745