

**ADMINISTRATIVE SERVICES MANUAL**

University of Alaska Anchorage	Section <b>EHS/RMS</b>
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement <b>10</b>
Policies and Pro cedures	Page <b>2 of 3</b>
Title <b>FIRST AID</b>	Effective Date <b>05/04/12</b>

Departments are responsible schedule first aid training. Key individuals should take the opportunity of this training to maintain their first aid certification. It is important to note that unless first aid training is required under OSHA regulations or university job description employees must only perform first aid on a voluntary basis (“Good Samaritan Rule”). Other employees who are required by their job descriptions or by OSHA regulations, fall under [Bloodborne Pathogen Statement 7](#). Please review this policy.

## First Aid Kits

We recommend unit type kits. They have a complete assortment of first aid materials in standard packages containing 16, 24, or 32 units. Each unit package contains one or more individual dressings. Each dressing is complete in itself and is sealed in a sterile wrapper. It contains just enough material to treat a single injury.

The General Safety Code, and Alaska Department of Labor Occupational Safety and Health Standards require that at least the following minimum first aid supplies be readily available to employees:

- 10 individually wrapped 3 x 3 inch gauze pack
- 2 gauze pads which are or can be folded to approximately 8 x 10 inches
- 1 box of 25 adhesive bandages
- 2 one inch or two inch gauze bandage rolls or equivalent
- 2 triangular bandages
- Scissors
- Wound cleaning agent such as soap/water solution or sealed moistened towelettes

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 10
Policies and Procedures	Page 3 of 3
Title FIRST AID	Effective Date 05/04/12

- Non-latex gloves and bleach (for disinfectant) should be kept on hand for cleanup of body fluids
- A blanket at least 50 x 50 inches, preferable a sealed space blanket
- A barrier mask for providing CPR

In all places of employment where less than 100 persons are employed at any time, a 16 unit first aid kit is to be provided in the ratio of one for each 25 or fewer persons.

Ideally, the first aid kit should contain all of the items necessary to treat any type of injury that could be sustained in the work area in which it is kept. However, injuries which cannot be cared for with the recommended first aid kit contents may need specialized items to provide for immediate employee care. If special needs exist, please consult with EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.htm>) for recommendations.

## Medications

No medications are permitted in UAA first aid kits (including aspirin). In addition, there are controls on the use of university funds purchasing medications. Employees who need medications are required to provide their own medications and store them in a secure location. Topical medications should also not be included in first aid kits. Remember, the kits are just for first aid and not for long-term treatment. Individuals needing more than just first aid should seek the advice of qualified healthcare providers.