

First Aid Kits

First aid kits strategically placed about the campus are solely provided for basic first aid treatment and are not meant to replace the care or treatment from a qualified medical professional.

If there is a life-threatening emergency, it is imperative that you call 911 immediately!

Steps to take in an emergency:

- For life-threatening condition, call 911 immediately
- Send someone to meet emergency crew, if possible.
- An incident report should be completed and turned in immediately after any emergency to the Safety Office. This is completed on-line [here](#) – Workers' Comp form for any and all employees, and Student Incident report for non-working students and visitors.

Each first aid kit should contain only basic first aid supplies such as a CPR mask, gloves, assorted bandages, tape, alcohol and antiseptic wipes. * Please note that these first aid kits do not hold any oral medications such as acetaminophen or aspirin or topical antibiotic as stipulated by OSHA standards. Anything more than a minor cut or scrape should be followed up by a visit to the Student Health Center.

First aid kits are strategically placed throughout the campus. The Building Emergency Coordinator on each floor of each building will have these at their work stations / offices.

First Aid Kit Refills

Other than those held by the Building Emergency Coordinators, purchasing and maintaining the first aid kit is the responsibility of each department that has one. It is recommended that campus first aid kits be checked on a quarterly basis every August, November, February, and May.

General office-type first aid kits should review the contents with the kit refill checklist that comes with the kit. Replace those items that have been used or missing.

We suggest you keep a photocopy of the completed checklist to document when your first aid kit was last checked.

Your cooperation in ensuring the kits are adequately stocked is much appreciated! We encourage our faculty and staff to integrate and involve the students in their area to check their first aid kits. This is a great practice for them in familiarizing them not only with its location and supplies but also the process of maintaining a healthy and safe work environment.

If you have questions on this, contact the Safety Office.