

June 24, 2013

To: **Deans, Directors, Department Heads and Building Coordinators**

From: **Mike Durham, Director  
Environmental Health and Safety (EHS)**

RE: **First Aid Treatment and First Aid Kits**

Recently, a memorandum from Interim Vice Chancellor Bob Kuhn was distributed to the campus community announcing a new Safety Improvement Program designed to reduce injuries and Workers' Compensation claims. I am attaching a copy of that memo (*Safety on Campus Announcement*) for your reference. Included in the program is a revision of [PS 90 - "Workers Compensation and Work Related Accidents"](#).

An important part of this new effort is encouraging the use of "first aid" treatment at the local level. To implement this, EHS is providing the attached guidance for first aid injuries that occur at work. I have copied our Building Coordinators on this email, as they have been briefed on the program, and may play a key role in making the kits available to supervisors and employees.

The costs of minor injuries classified as "First Aid" are borne by the departments where the employee works. We encourage you to secure and maintain an adequate First Aid kit for initial treatment of these types of injuries. EHS will provide funding for the initial purchase of First Aid kits for locations/departments that do not have them. After the initial purchase, departments will be responsible for maintaining the kits from their budgets on an ongoing basis.

Each department should evaluate the types of injuries that may occur within their departments and maintain the necessary first aid supplies for treatment of these injuries. EHS will provide assistance in evaluating First Aid kit needs and proper training on use.

Funding for the purchase of the initial First Aid kits will be provided through September 1, 2013.

Please e-mail us at [ehs@lsu.edu](mailto:ehs@lsu.edu) for additional information on training and procedures, and for obtaining First Aid kits. Please note that multiple recipients from your department/building may receive this email.

Thank you for your support of our campus safety and environmental program. We look forward to working with you to assure good care for our employees while keeping productivity at the highest possible level.

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## First Aid Kits and Treatment of Injuries

### PURPOSE:

This procedure establishes guidelines for the implementation of a first aid kit program to enable first aid treatment and follow-up of minor injuries at LSU. The goal is to provide supplies for appropriate care for minor injuries.

**\*\*\*For medical EMERGENCIES, contact L.S.U. Police 578-3231 for emergency medical assistance.**

The process begins with:

- individual Department evaluation of potential first aid injury risks and need for first aid kit supplies;
- continues with the use of the first aid supplies to treat first aid injuries;
- followed by the reporting of the injuries immediately to supervisor, EHS and LSU Risk Management; and
- with the restocking and maintaining of needed supplies within the first aid kit.

### 1.0 DEFINITIONS

**1.1. First aid injury:** An injury that can be adequately treated using topical wound cleaning, topical medications, ice, heat, nonprescription medications (at nonprescription strength), temporary splinting during transport, simple splinter removal, simple insect stinger removal, adhesive bandages or wound closures, non-rigid splints, eye irrigation for a foreign body, and/or the use of eye patches or finger guards. "First Aid" is also defined as the one-time treatment with non-prescription medications, and follow-up visit for observation provided by a physician or medical professional.

**1.2. Voluntary first aid provider:** An employee who provides first aid on a voluntary basis to an injured person.

**1.3. First aid kit:** supplies suitable for the provision of basic first aid care.

**1.4. Medical Treatment Injury:** An injury more serious in nature than a first aid injury, requiring treatment that can only be provided by a trained medical Professional.

## **2.0 RESPONSIBILITIES**

**2.1.** LSU employees shall seek care when injured, and are responsible for immediately reporting all work-related injuries to their supervisor. If hosting a guest, they are responsible for reporting a guest injury to their supervisor.

**2.2.** LSU visitors are responsible for reporting on-site injuries to their host.

**2.3.** The cost of treatment of First Aid injuries is the responsibility of the employee's department. Department management is responsible for deciding whether to purchase first aid kits for their work areas. The location of these kits should be made known to employees. Following an injury, they are responsible for assisting their employee in obtaining appropriate medical treatment for work-related injuries, and ensuring these injuries are immediately reported to LSU E.H.S. and Risk Management offices. To receive treatment, the supervisor may provide first aid, direct the employee to the Student Health Center, or direct the employee to a local medical treatment provider.

**2.4** Following the use of the first aid kit, department management is responsible for ensuring adequate stock or replacing the first aid kit, at the department's expense.

## **3.0 FIRST AID PROCEDURES**

**3.1.** For Injured employees- seek care and report their injury:

**3.1.1.** Initiate self-care from local first aid supplies, and report their injuries to their supervisor as soon as possible.

**3.1.2.** If injury requires Medical Treatment, report to Supervisor and arrange for proper medical treatment.

**3.2.** For coworkers of injured workers:

**3.2.1.** It is permissible on a voluntary basis to provide care for injured co-workers from local first aid supplies.

**3.2.2.** If not trained or comfortable in providing first aid, help locate assistance for the injured employee.

**3.2.3.** Consider assisting the injured employee in getting transportation, seeking help, notifying management, etc.

**3.3.** LSU supervisors/managers of injured employee(s)

**3.3.1.** Assist injured employee(s) in getting appropriate care. If uncertain, seek someone with training to evaluate the injury.

**3.3.2.** Initiate an accident report and submit to LSU E.H.S. and Risk Management before the close of business on the day of the injury.

**3.3.3.** Ensure medical treatment follow-up (if necessary).

**3.3.4.** Notify LSU E.H.S. immediately of significant or multiple injuries.

**3.3.5.** Purchase, restock and maintain first aid kits, as needed.

#### **4.0 LSU FIRST AID KIT PROCUREMENT**

**4.1.** In general, First Aid Kits (See Appendix A) will contain no prescription medications and no medical equipment requiring advanced training.

**4.2.** First Aid kits should be inspected to ensure adequate quantity and condition of supplies. A listing of First Aid kit supplies should be kept within the kit.

**4.3.** Each department will determine the number and location of First Aid kits within their department and designate responsible person(s) for maintaining and restocking first aid kits.

**4.4.** Specific non-prescription items can be specified by the department to cover their potential first aid needs. (i.e. sting swabs, HF burn ointment, etc.)

Appendix A - First Aid kit items

Supplies in a typical first aid kit listed below. Additional items can be stocked within the first aid kit based on the needs within the department purchasing the kit.

<b>Description</b>	<b>use</b>
Antiseptic or antibacterial/pain reliever spray (2 ounces or more)	spray on minor abrasions/cuts
Antibiotic cream (individual packs 10/box)	apply to abrasions/cuts
1/2" by 5 yard roll of adhesive tape	tape wounds
CPR face-shield and glove set	PPE to perform CPR
scissors (angled)	
1x3 inch bandage(100/box)	small cuts/abrasions
3"x3" sterile Gauze pads (10/pack)	apply to wounds
4"x4" sterile Gauze pads (25/pack)	apply to wounds
2"x 6 yards gauze non-sterile roll (10/pack)	apply over large wounds
Trauma Pad 5" x 9"	apply over large wounds
Elastic Bandage 3"x5 yards	support for sprain/strains
2"x 4" plastic Bandage (5 per pack)	for large abrasions
Pair Disposable nitrile gloves	Personal Protection Equipment

**\*University Stores stocks two kits:**

Stock ID# SS33810- 31 "First Aid Kit, indoor, for 25"	\$32.48
Stock ID# SS33810-30 "First Aid Kit, indoor, medium, 50 person kit"	\$28.47

\* February, 2013 Catalog