

University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Part Procedure
<b>Policies and Procedures</b>	Statement 6
Title <i>FIRST AID</i>	Effective Date 8/30/08

*General*

In the event of an accident, the first and primary consideration is to seek appropriate first aid and/or other medical attention based on the extent of the injury or illness. Make every effort to restore the person to sound physical condition as rapidly as possible. Department heads shall insure that emergency medical care and first aid supplies are provided and are appropriate for the expected hazards of the work environment. Emergency medical aid telephone numbers should be posted in a conspicuous place.

*First Aid  
Treatment*

Treat the injury in accordance with the following procedures:

1. When a person is injured or ill, someone must take charge, send for emergency medical aid if needed, and apply first aid. At isolated locations, at least one person should have an advance first aid certificate. The person taking charge must make a rapid but effective examination to determine the nature of the injuries.
2. While there are several conditions that are considered life threatening, respiratory arrest and severe bleeding require attention first. In all action taken during the initial survey, the individual giving aid should be especially careful not to move the victim any more than necessary to support life.
3. Once respiratory arrest and severe bleeding have been alleviated, focus on the other obvious injuries: immobilize fractures, cover burns, and dress less serious bleeding wounds. Again the victim should carefully handled.

After receiving first aid care, an injured person often requires transportation to a hospital, a physician's office, or home. Never move a seriously injured person until a thorough examination has been made by qualified medical personnel and all injuries protected or immobilized by the proper dressing.

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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 descriptions; 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 the [Bloodborne Pathogen Policy 17](#). 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 10, 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

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- Rubber 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.

Inspect first aid kits monthly. Promptly replace depleted or deteriorated supplies.

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 (786-1351 or [ayssg@uaa.alaska.edu](mailto:ayssg@uaa.alaska.edu)) 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 for 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.