It is the University’s policy to ensure that first aid materials (kits) for the immediate treatment of minor injuries to faculty and staff are available at appropriate locations. Failure to maintain adequate and appropriate first aid materials can cause the university to incur unnecessary liability.

**First Aid Materials**
First aid materials may include bandages, gauze pads or rolls, adhesive tape, antiseptic wipes, safety shears or other materials that are non-therapeutic in nature. In addition, latex or nitrile gloves and plastic bags should be included. First aid materials shall not include any medication that can be ingested, such as aspirin. The quantities of first aid materials should be based on the number of persons for whom the materials are intended and the location of these materials should be made known to these persons.

First aid materials shall be maintained in a sanitary and useable condition, inspected frequently and replenished as necessary. There is no prescribed first aid materials container. The sole purpose of the container is to keep materials clean and readily accessible.

**First Aid Response**
In most cases, the injured person will not need any assistance. However, if assistance is needed which involves substantial bleeding, the persons providing assistance should don the gloves contained in the first aid kit before coming into contact with the injured person’s blood. This will provide protection against hepatitis B Virus (HBV) infection or other blood borne infection.

Blood stained materials such as paper towels should be placed in the plastic bag from the first aid kit along with the used gloves. The bag should then be sealed and Safety and Risk Management contacted for disposal.

For additional information, please contact Safety and Risk Management and ext. 52283.