C.2.1.7 (Procedure) First Aid and Over-The-Counter-Medicine
Responsible Department: Enterprise Risk Management
Based on Board Policy: C.2.1 Environmental Health and Safety
Approved: 3-7-17
Last Amended:

I. OBJECTIVE

The objective of the first-aid kit and over-the-counter medicine procedures is to provide guidance for minimum performance levels of first-aid kits for all types of uses and situations in the work environment:

Enterprise Risk Management (ERM) Department recommends the following minimum standards for use and contents for a Type 1 first-aid kit, in accordance with ANSI Standard Z308.1-2012.

II. RESPONSIBILITIES

    A. Director, Enterprise Risk Management:

- Responsible for the overall management of the First-Aid Kit and Over-The-Counter Medications Program.

    B. District Environmental Health & Safety Coordinator:

- Responsible for the development, implementation, and management of the First-Aid Kit and Over-The-Counter Program. ERM will conduct random inspections throughout the District to ensure compliance.

    C. Colleges and Departments

- Each campus and department is responsible for procuring the appropriate first-aid kits. In addition, they are responsible for restocking and maintenance of each kit. The supervisors will ensure strict adherence through periodic audits.

- Each campus and department may increase the contents of their first-aid kits, as they see fit, but those items will be considered beyond the recommendations of ERM.

- Submit work order to Facilities to have the kit installed/mounted on the wall.

III. Type 1:

    a. Intended for use in stationary, indoor applications where kit contents have minimal potential for damage. These kits are not intended to be portable and should have a means for mounting in a fixed position. Some applications for Type 1 first-aid kits are: general indoor use, office use or in a light manufacturing facility. First-aid cabinets would fall into this classification.

b. First-aid kits should be regularly inspected to ensure completeness, condition of contents and expiration dates to maintain compliance with this standard. Any item beyond its marked expiration date should be removed from the kit and replaced.

- **Basic Fill Contents for Type I Kits**

- **Item and Minimum Size or Volume**   **Minimum Quantity**

Item and Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 square inches (No side smaller than 4")	1
Adhesive Bandages, 1" x 3"	16
Adhesive Tape, 3/8 inches by 5 yards	1
Antiseptic, 0.14 fluid ounces (.5g) application (single, one-time use)	10
Burn Treatment, 1/32 ounce (.5g) application (single, one-time use)	6
Medical Exam Gloves	2 pr.
Sterile Pads, 3" x 3"	4
Triangular bandage, 40" x 40" x 56"	1

IV. Antiseptics and Burn Ointments

Antiseptics and burn ointments must be in individual containers as one-time use packages/units. Reusable tubes or containers are not to be included in the kits, in order to prevent contamination and to ensure that any contents are not tampered with during storage.

V. Industrial Environments

The arts & craft, machine shops, auto shops, Facilities etc. can procure or increase the amounts of materials in the first aid kits based on the types of injuries that are more serious.

VI. Over-The Counter Medication

District prohibits the addition of over-the-counter medications in any first-aid kit (as pills, powders, and fluids). This includes any medication that can be ingested (swallowed), inhaled (through the mouth and/or nose), or injected through the skin. In addition, no prescription or over-the-counter medications shall be administered by District's employees.

This guidance does not restrict anyone from self-medication using their prescribed or over-the-counter medications in their possession or emergency application of rescue medications of such persons by co-workers if the employee for whom such medications are prescribed is incapacitated and in crisis.