Deans, Directors, Department Heads and Building Coordinators

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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. <u>First aid injury</u>: 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

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 <u>cost of treatment of First Aid injuries</u> 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.

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.

| Description | use |
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*University Stores stocks two kits:

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

* February, 2013 Catalog