

First Aid Kit Recommendations

All university departments should maintain adequate first aid kits in convenient and accessible locations. First aid kits and refill items may be purchased from various vendors. For assistance in locating a vendor, contact UWSP Purchasing at 715-346-2926.

BASIC KIT CONTENTS

The American National Standards Institute ANSI Z308.1 – 2015 provides an example of the minimum contents of a workplace first aid kit. The ANSI list is basic, containing contents designed to deal with most common types of workplace injuries. Kit contents should be adequate and reflect the types of injuries that could potentially occur in your work area.

ANSI Z308.1-2015 Minimum Kit Requirements	
Item	Minimum Quantity
Adhesive Bandages (1"x3")	16
Adhesive Tape (1 in x 2.5 yd.)	1
Antibiotic Ointment Packets (1/57 oz.)	10
Antiseptic (1/57 oz. applications)	10
Breathing Barrier for CPR (one-way valve)	1
Burn Dressing (gel soaked, 4"x4")	1
Burn Treatment (1/32 oz. application)	10
Cold Pack	1
Eye Covering (with means of attachment)	2
Eye/Skin Wash (1 fl. oz. total)	1
First Aid Guide	1
Hand Sanitizer (0.9g)	6
Medical Exam Gloves (large, non-latex)	2 pair
Roller Bandage (2" x 4 yds.)	1
Scissors	1
Sterile Gauze Pads (3"x3")	2
Trauma Pad (5" x 9")	2
Triangular Bandage (40"x 40" x 56")	1

OPTIONAL ITEMS

Optional items and sizes may be added to the contents listed above to augment a first aid kit, based on the specific hazards existing in a particular work environment.

Examples of optional items a department may include in their kit:

- Tourniquet
- Israeli bandage
- Self-adherent wrap
- Z-Pak gauze
- Splint
- Roller bandage (4-inch wide)
- Eye/skin wash, 4 fl. oz. – contained in 0.5 fl. oz. individual-use containers

Departments should customize their kit to reflect the types of injuries that could potentially occur in your work area.

BLOODBORNE PATHOGEN KIT

Bloodborne pathogen kits (Stock #8102104, Blood/Biohazard Spill Kit) are available from UW-Stevens Point Central Stores.

HYDROFLUORIC ACID

If there is the potential for exposure to hydrofluoric acid, contact Environmental Health & Safety (ext.2320) for specific procedures and first aid kit requirements.

KIT MAINTENANCE

Individual items should be replenished as they become depleted. Someone in each department must be assigned the responsibility for ensuring the first aid kits are properly supplied at all times. Some vendors offer a service to check your kit regularly for depleted or expired items; consult the campus Purchasing Department at 715-346-2926 for a list of such vendors.

ADDITIONAL MEDICAL ATTENTION

If further medical attention is required after first aid has been given, patients should follow the *Medical Emergencies* guidelines outlined in the UWSP Emergency Procedures.

Ambulance service and emergency medical assistance is available - call 9-1-1.

COMPLETE POST-INJURY REPORTS

Post-injury, complete one of the following:

- *UWSP Work-Related Injuries* - Supervisors complete, with employee, the worker's compensation reports **within 24 hours of the injury**. There are three separate forms required to report an employee injury. See the Human Resources webpage for details. If you have any questions about these forms, call Human Resources at 715-346-2618.
- *Non-UWSP employee injuries* - Complete the non-employee injury report. See the Risk Management webpage for details. Contact the Risk Management office at 715-346-2320 for assistance.