
### **Campus Safety - Safety Services**

**FIRST AID KIT MANAGEMENT PROCEDURES**

The following outlines the University of Lethbridge First Aid Kit management procedures at the University of Lethbridge. There is a legislated obligation to provide first aid equipment as defined in the [Occupational Health and Safety Code of Alberta](http://www.qp.alberta.ca/documents/OHS/OHS.pdf), Part 11.

Procedures are as follows:

1. **Monthly inventory**: Kits should be checked monthly. It is generally recommended that the first aid kit have a tamper-evident tie (security tie) available from safety.services@uleth.ca which will indicate if kit has been opened. If security tie is broken, proceed to check kit contents using the appropriate inventory checklist form (Kit #1, or #2 or #3 list) for items requiring replacement. Submit completed inventory checklists to Safety Services upon request. Kit should be checked monthly. If security tie is broken, proceed to check kit contents and make list of items requiring replacement. If band/tie is not broken, presume kit contents not used and write date and tie NOT broken on monthly checklist. Ensure monthly checks and once per year overall kits checks are completed (see [checklist for kit #1](file:///%5C%5Culeth.ca%5CDepartments%5CFacilities%5CPrivate%5CCampus%20Safety%5CCampus%20Safety%20-%20Safety%20Services%5CSAFETY%5CFIRST%20AID%20PROGRAM%5CDRAFT%20documents%202019%5CKit%20#1 monthly_yearly checklist.docx), [checklist for First Aid Kit #2](file:///%5C%5Culeth.ca%5CDepartments%5CFacilities%5CPrivate%5CCampus%20Safety%5CCampus%20Safety%20-%20Safety%20Services%5CSAFETY%5CFIRST%20AID%20PROGRAM%5CDRAFT%20documents%202019%5CKit%20%20#2 monthly_yearly checklist.docx) and [checklist for First Aid Kit #3](file:///%5C%5Culeth.ca%5CDepartments%5CFacilities%5CPrivate%5CCampus%20Safety%5CCampus%20Safety%20-%20Safety%20Services%5CSAFETY%5CFIRST%20AID%20PROGRAM%5CDRAFT%20documents%202019%5CKit%20#3 monthly-yearly checklist.docx)) and master list kept for 3 years (for audit purposes and if requested by Campus Safety).
2. Band-Aids are the most commonly used first aid item. To minimize the time required for performing monthly first aid kit inventories and kit restocking, it is recommended that a box of band-aids be kept beside the first aid kit. Contact Safety Services for information on obtaining a re-supply of band-aids.
3. A **First Aid Information form** is posted on the first aid station or in a conspicuous place in the department, typically near the first aid kit or ‘safety station’. This form is used to list locations of first aid kits, names of department/unit first aiders and the nearest AED.
4. Supervisors should conduct education and training regarding first aid, AEDs and placement of kits as a component of safety training in a specific area or with specific work activities and standard operating procedures within their department.
5. **Specialized First Aid Kit requirements**: Hazard assessments may identify specific first aid needs certain work areas (laboratories, workshops, plant rooms, catering/food preparation area etc.) as well as type of persons in the area (undergraduate students, graduate students, research associates, faculty and staff). When work is done away from campus (such as a [field activities](https://universityoflethbridge.myincidents.com/perspective/)) a first aid kit suitable for the work activities and the remoteness of the location should be provided.
6. Supervisors of key areas with particular first aid needs are responsible for meeting additional first aid needs arising out of their specific activities such as provision of and capacity to administer antidotes for exposure to specific hazardous substances (example: calcium gluconate ointment for hydrofluoric acid exposure). A hazard assessment, SOP and training shall be in place for any such antidotes, as gels/ointments are NOT considered part of first aid kits. First aid kits do not contain medications or gel/ointments. These items can be kept near the first aid kit.
7. **Ordering First Aid Kit Supplies:** There are several options for procurement of supplies.
8. Contact safety.services@uleth.ca with a list of required supplies as a modest amount of first aid supplies will be available to departments. Some costs may need to be covered by the department; however, information about ordering will be given on request.
9. Some supplies can be bought locally at a pharmacy or from a medical supply store e.g. **Stevens Company Canada** 2620-61st Avenue S.E., Calgary, AB T2C 4V2; Tel: 403-640-2858; Toll-free: 1-800-665-0368 (https://stevens.ca)