

### **Campus Safety**

**FIRST AID KIT SUPPLY REQUEST FORM**

**Instructions for Person who opened the Kit:**

1. Give First Aid appropriate to the level of your training.
2. Document the first aid event by submitting an online Campus Incident Report.
3. The person who used items the kit shall complete the **Supply Request Form** (see p. 2) inside the kit and provide it to the area Supervisor or Department Administration so the kit can be restocked and resealed as soon as possible.

**Instructions for Person Responsible for the Kit**

1. The kit needs to be checked upon receipt of a Supply Request Form OR on a monthly basis.
2. Upon receipt of Supply Request Form, review First Aid Kit contents to ensure no other items missing. Contact [safety.services@uleth.ca](mailto:safety.services@uleth.ca) to discuss kit replenishment and ask for a red tie (security seal). After replenishing, attach security seal to kit.
3. On a monthly basis check the kit--- if the security seal is intact, no action needs to be taken. If security seal is broken, open the box and review first aid kits items and complete the Supply Request Form. Provide the form to the area Supervisor or Department Administration to order replacement items.

Contact Safety Services for any questions or concerns. E-mail: [safety.services@uleth.ca](mailto:safety.services@uleth.ca)

**RELATED DOCUMENTS**

U of L First Aid Program

First Aid Kit Maintenance Procedure

FIRST AID KIT SUPPLY REQUEST FORM **Kit Location\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| #1 Kit Contents | | FOR PERSON USING KIT  Record # of items used or missing from the kit | FOR RESPONSIBLE PERSON  Record date refilled with missing items - ensure new ‘Kit Supply Form” in kit and replace red security tie |
| 10 | Antiseptic Cleansing Towelettes,  individually packaged |  |  |
| 25 | Sterile Adhesive Dressings,  individually packaged |  |  |
| 10 | 10 cm x 10 cm Sterile Gauze Pads,  individually packaged |  |  |
| 2 | 10 cm x 10 cm Sterile Compress Dressings, with ties, individually packaged |  |  |
| 2 | 15 cm x 15 cm Sterile Compress Dressings, with ties, individually packaged |  |  |
| 2 | Conform Gauze Bandages – 75 mm wide |  |  |
| 3 | Cotton Triangular Bandages |  |  |
| 5 | Safety Pins |  |  |
| 1 | Pair of Scissors |  |  |
| 1 | Pair of Tweezers |  |  |
| 1 | Adhesive Tape - 25 mm x 4.5 metres |  |  |
| 1 | Crepe Tension Bandage –  75 mm wide |  |  |
| 1 | Resuscitation Barrier Device  with one-way valve |  |  |
| 4 | Disposable Surgical Gloves |  |  |
| 1 | First Aid Instruction Manual (condensed) |  |  |
| 1 | Inventory of kit contents |  |  |
| 1 | Waterproof Waste Bag |  |  |
|  | **Print Name**: |  |  |