

Guidelines for First Aid Kits

Introduction

Wentworth Institute of Technology (Wentworth) requires the reporting and investigating of circumstances causing first aid injuries and following up first aid injuries with Student Health Services or a medical care provider to prevent complications during healing. First aid kits must not contain oral medications, to prevent serious allergic reactions; or medical treatment or first aid equipment, which requires advance training.

Injuries, which are more severe than first aid injuries, are not covered in this guideline. Refer to the definition of a first aid injury for more information.

Purpose

This document establishes guidelines for using first aid kits at Wentworth. The goal of this guideline is to enable faculty and staff to provide medical first-aid treatment and follow-up for first aid injuries at Wentworth.

Wentworth is not required to maintain first aid kits for the following reasons:

- Wentworth has a staff of trained Emergency Medical Technicians, who are part of Wentworth Police Department and available 24 hours a day.
- Wentworth is adjacent to the Longwood Medical Area, which consists of several emergency rooms.

Definitions

First aid injury: An injury that can be adequately treated using topical wound cleaning, topical medications, ice, heat, nonprescription medications (at nonprescription strength), simple splinter removal or blister drainage, adhesive bandages or wound closures, eye irrigation for a foreign object, and/or the use of eye patches or finger guards.

First aid kit: A kit which provides basic first aid supplies in accordance with the current version of the American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) standard for first aid kits, ANSI/ISEA Z308-1, and the U.S. Occupational Safety and Health Administration 29 Code of Federal

Regulations (CFR) 1910.151. The first aid kit will not contain any medical treatment or equipment, which requires advanced training.

Voluntary first aid provider: A faculty or staff member who provides first aid on a voluntary basis to an injured person.

Classes of First Aid Kits

Class A Kits: Under this designation, Class A first aid kits are intended to provide a basic range of products to deal with most common types of injuries encountered in the workplace. Examples include major wounds, minor wounds (such as cuts and abrasions), minor burns, and eye injuries. Any first aid kit designated Class A must contain the assortment of compliant supplies in the quantities specified in Table 1 of ANSI/ISEA Z308.1-2021. Table 1 also identifies the minimum size or volume of these items.

Class B Kits: These are intended to provide broader range and quantity of supplies to deal with injuries that personnel may encounter in more populated, complex, and/or high-risk work environments. The supplies and quantities for Class B first aid kits are also found in Table 1 of ANSI/ISEA Z308.1-2021. First aid kits designated Class B contain two items not found in Class A ones: a splint and a tourniquet. They also possess all the items found in Class A kits, but in greater quantities.

Types of First Aid Kits

Types of First Aid Kit Containers ANSI/ISEA Z308.1 specifies the containers for first aid kits as follows:

- Type I first aid kits are to be used in stationary, indoor settings. Therefore, they are generally not intended to be portable, and they are found in a mounted, fixed position. Rough handling and environmental factors are intended to be minimal.
- Type II first aid kits are meant for portable use indoors. The potential for damage of kit supplies is minimal.
- Type III first aid kits are meant for portable use in mobile, indoor, and/or outdoor settings. The damage of kit supplies is not probable. These kits have a water-resistant seal, and they can be mounted in a fixed position.
- Type IV first aid kits are intended for portable use in mobile industries and/or outdoor settings. Potential damage to kit supplies is significant, due to environmental factors and rough handling. These kits have a means to be mounted. Because of their risky environments, Type IV kits need to meet the performance

guidelines for corrosion, moisture, and impact resistance laid out in ANSI/ISEA Z308.1.

Responsibilities

Faculty and Staff

Faculty and staff are responsible for deciding whether or not to purchase first aid kits for their areas. The location of this kit should be made known to faculty, staff, students, and Wentworth Police Department. Following an injury, they are responsible for assisting their employee or student in obtaining appropriate medical treatment for Wentworth -related injuries, and ensuring these injuries are reported to Student Health Services and/or Wentworth Police Department. To receive treatment, the faculty or staff member may direct the employee or student to Student Health Services, provide first aid by a qualified individual, or direct the employee to a local emergency room.

Following the use of the first aid kit, faculty or a staff member is responsible for restocking or replacing the first aid kit. In addition, they are responsible for ensuring first aid kits supplies are not expired and adhere to the ANSI/ISEA Z308-1 Standard and 29 CFR 1910.151.

Faculty and staff are responsible for completing an incident report form for the injury and submitting the incident report form to Wentworth Police Department as soon as possible but no later than the next business day.

Faculty, Staff, and Students

Faculty, staff, and students shall seek care when injured, and are responsible for reporting all Wentworth -related injuries to their faculty or staff member and Wentworth Police Department. If hosting a guest, they are responsible for reporting a guest injury to their faculty or staff member and Wentworth Police Department.

Wentworth Police Department

Wentworth Police Department is responsible for providing medical treatment, reviewing the incident report, and assisting with the incident investigation, if required.

Visitors

Visitors are responsible for reporting on-site injuries to their host.

Procedures

Injured Faculty, Staff, or Students

Injured faculty, staff, or students will:

1. Initiate self-care by using a first aid kit and report their injury(ies) to their faculty and/or staff member as soon as possible.
2. If a student, then report to Student Health Services. If faculty or staff, then report to Wentworth Police Department.
3. Fill out an incident report form and submit the form to the Wentworth Police Department.

Faculty, Staff, or Students Associated with Injured Person:

1. If trained in first aid, it is permissible on a voluntary basis to provide care from local first aid supplies.
2. If not trained or uncomfortable in providing first aid, contact Wentworth Police Department or inform injured person to go to the nearest emergency room.

Faculty and Staff

1. Assist injured faculty, staff, or students in getting medical treatment. If uncertain, contact Wentworth Police Department.
2. Refer students to the Student Health Services and faculty and staff to Wentworth Police Department for initiation of medical care, incident reporting, and medical follow-up as soon as possible.
3. Complete an incident report and submit it to Wentworth Police Department as soon as possible but no later than the next business day.