

## First Aid Kit Procedure

First aid kits on campus are the direct responsibility of the Department or Office where the kit is located.

First aid kits should be inspected monthly and replenished as necessary. Discard first aid supplies where the printed expiration date on the packaging has passed.

At the minimum, a first aid kit should contain a selection of band aids in several sizes and shapes. Additional supplies such as gauze, tape, or burn dressing should be included as relevant to the type/scope of injury anticipated in the area. First aid supplies can be obtained through Central Services.

First aid kits should only be used for minor injuries. Dial 911 to summon emergency services and call Campus Security at 741-5553 for any injury beyond this scope. Employee injuries must be reported to Human Resources at 741-5568. Student and Visitor injuries are reported to Campus Security.