

FIRST AID KIT POLICY AND PROCEDURE	Document No.	HSCS-2008-003
	Effective Date	September 15, 2008
	Revision Date	N/A
	Revision No.	1.0
	Page No.	1
	Approval: Peter D. Lichty, MD MOH	

1.0 PURPOSE:

This policy establishes guidelines for the deployment of first aid kits at LBNL to enable the provision of medical first aid treatment and follow-up of minor injuries at LBNL. The goal is to provide supplies for appropriate care for minor injuries. The process begins with the evaluation of risk and potential need for first aid supplies, is triggered by a minor injury on site, continues with the use of the first aid supplies, followed by the with reporting and evaluation of the injury by Health Services, and ends with the restocking of needed supplies.

2.0 REVISION HISTORY:

Date	Revision No.	Change	Reference Section(s)
9/15/08	1.0	New Procedure Drafted	Not Applicable

3.0 PERSONS AFFECTED:

- 3.1. All employees and visitors to LBNL who experience minor injuries
- 3.2. Coworkers willing to assist
- 3.3. LBNL management
- 3.4. LBNL procurement
- 3.5. LBNL Health Services staff

4.0 POLICY:

The policy of Lawrence Berkeley National Laboratory is to encourage and promote the safe, efficient provision of first aid for minor injuries, using employee self-care, voluntary first aid providers, and Health Services to provide care. LBNL also requires the reporting and investigating of circumstances causing first aid injuries, and following up first aid injuries in Health Services to prevent complications during healing. The goal of this policy is to describe how first aid kits can be obtained and used. First aid kits must not contain oral medications, to prevent serious allergic reactions.

5.0 DEFINITIONS

- 5.1. First aid injury: An injury that can be adequately treated using topical wound cleaning, topical medications, ice, heat, nonprescription medications (at nonprescription strength), temporary splinting during transport, simple splinter removal or blister drainage, tetanus immunization, adhesive bandages or wound closures, non-rigid splints, eye irrigation for a foreign body, and/or the use of eye patches or finger guards. (LBNL follows the federal OSHA definition of first aid).
- 5.2. Voluntary first aid provider: A Lab employee who provides first aid on a voluntary basis to an injured person.
- 5.3. First aid kit: Medical supplies suitable for the provision of basic first aid.

6.0 RESPONSIBILITIES

- 6.1. LBNL employees shall seek care when injured, and are responsible for reporting all work-related injuries to their supervisor. If hosting a guest, they are responsible for report a guest injury to their supervisor.
- 6.2. LBNL visitors are responsible for reporting on-site injuries to their host.
- 6.3. LBNL management is responsible for deciding whether to purchase first aid kits for their work areas. The location of this kit should be made known to employees. Following an injury, they are responsible for assisting their employee in obtaining appropriate medical treatment for work-related injuries, and ensuring these injuries are reported to Health Services. To receive treatment, the manager may direct the employee to LBNL 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, LBNL management is responsible for restocking or replacing the first aid kit, at their expense.
- 6.4. LBNL procurement is responsible for limiting the purchase of first aid kits to those pre-approved by the LBNL Site Occupational Medical Director.

7.0 PROCEDURES

- 7.1. For Injured employees to seek care and report their injury:
 - 7.1.1. Initiate self-care and report their injuries to their supervisor as soon as possible.
 - 7.1.2. If on site during business hours, report to Health Services.
 - 7.1.3. If on site after business hours, consider self care from a local first aid kit, using the first aid kit available outside health Services, or seeking appropriate care in the community.
 - 7.1.4. If off site, follow the direction of their supervisor to seek an appropriate level of medical care.
 - 7.1.5. Report their injury to Health Services.
- 7.2. For coworkers of injured workers:
 - 7.2.1. If trained in first aid, it is permissible on a voluntary basis to provide care from local first aid supplies.
 - 7.2.2. If not trained or comfortable in providing first aid, help locate assistance for the injured employee.
 - 7.2.3. Consider assisting the injured employee in getting transportation, seeking help, notifying management, etc.
- 7.3. LBNL managers of injured employees
 - 7.3.1. Assist injured employees in getting appropriate medical care. If uncertain, seek someone with medical training to evaluate the injury.
 - 7.3.2. Refer the employee Health Services for initiation of an accident report and medical follow-up as soon as possible, but no later than the next business day.
 - 7.3.3. Notify the Environment, Health and Safety Division office of significant injuries.
 - 7.3.4. Purchase and restock first aid kits, as needed.
- 7.4. LBNL procurement
 - 7.4.1. Restrict first aid kit purchases to those approved by the LBNL SOMD. In general, these will be kits containing no medications and no medical equipment requiring advanced training.