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## First Aid / CPR Policy

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## First Aid / CPR Policy

### General

First aid is the initial treatment of an injury or sudden illness rendered by trained persons while awaiting care by professional medical personnel, paramedics, or first responders. First aid does not take the place of proper medical treatment.

### Regulatory Guidance

- 29 CFR 1910 Subpart K; 1910.151 (General)
- 29 CFR 1910.266 (Logging)
- 29 CFR 1910.1030 Bloodborne Pathogens Standard

### Requirements

In the absence of an infirmary, clinic, walk in care, hospital or other professional medical care (e.g., ambulance or emergency services) in near proximity to a workplace, a person or persons shall be adequately trained to render first aid and adequate first aid supplies shall be readily available. First Aid training is required for UMaine employees engaged in activities such as Scientific Diving, Logging Operations, or Remote Field Work, Expeditions, or as required by a specific job description.

### First Aid Kits

First Aid kits are required in workplaces where professional medical care may not be readily available or nearby. Examples include remote research or fieldwork locations such as remote islands, mountains, deep woods, oceans, bogs, or lakes. Additional examples include expeditions to foreign countries or remote areas without established or consistent medical or emergency services.

First Aid Kits are also required where UMaine employees are required to be trained to render first aid as part of their job. Examples include swimming pools, athletic facilities, or police vehicles.

A First Aid Kit should be inspected at least monthly to ensure that used or outdated items are replaced. If a First Aid Kit is established, the kit must contain the following minimum items:

Basic First Aid Kit	Qty
Absorbent compress, 32 sq. in. (206 sq. cm.) with no side smaller than 4 in. (10 cm.)	1
Adhesive bandages, 1 in. x 3 in. (2.5 cm. x 7.5 cm.)	16
Adhesive tape, 3/8 in. x 2.5 yd. (2.3 m) total	1
Antibiotic treatment – 0.14 oz. (0.5 g)	6
Antiseptic, 0.14 fl. oz. (0.5g) application	10
Burn treatment, 1/32 oz. (0.9 g) application	6
First-aid guide	1

Medical exam gloves	2 pairs
Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm.)	4
Triangular bandage, 40 in. x 40 in. x 56 in. (101 cm. x 101 cm. x 142 cm.)	1

Source: ANSI/ISEA Z308.1-2009 Minimum Requirements for Workplace First Aid Kits and Supplies

Optional items and sizes may be added to the basic contents listed above to augment a first-aid kit, based on the specific hazards existing in a particular work environment. Optional items addressed in ANSI/ISEA Z308.1-2009 are listed below.

- Analgesic (without ingredients known to cause drowsiness)
- Bandage compresses in sizes 2 in. x 2 in. (5 cm. x 5 cm.), 3 in. x 3 in. (7.5 cm. x 7.5 cm.) or 4 in. x 4 in. (10 cm. x 10 cm.)
- CPR Pocket Mask
- Burn dressing(s) at least 12 sq. in. (77.4 cm.2)
- Cold packs at least 4 in. x 5 in. (10 x 12.5 cm.)
- Eye covering(s) 5
- Eye/skin wash, 4 fl. oz. (15 ml)
- Hand sanitizer
- Roller bandages at least 2 in. (5 cm.) wide and at least 4 yd. (365 cm.) long and individually packaged

### Expedition First Aid Kits

The following are lists of recommended items for a group of approximately 20 people for a 28 day trip. Please adjust amounts according to number of people and length of stay.

First Aid Kit for Expeditions / Supplies	Quantity
Ace Bandages	5
Airway Nasopharyngeal	1 medium, 1 large
Band Aids (Assorted Sizes)	100
Band Aid (non-adherent)	10
Butterfly Closures/Steri Strips	30
Iodine Prep Pads	100
Cobain (self-clinging rolls)	5
New Skin Liquid Bandage	1 box
Stethoscope	1
CPR Pocket Mask	1
4x4 Sterile Gauze Pads	50
2x2 Non-sterile Gauze	1 stack
Stretch Gauze	5 rolls
Surgifoam	2 packages
Exam Gloves	1 box large, 1 box medium
Sterile Gloves	5 pairs
Large Safety Pins	10

Triangular Cravats	6
Bendable Aluminum Splints (36")	4
Surgical Tape	4
Digital Thermometer	1
Surgical Masks	1 box
Syringe (turkey baster)	1
50cc Irrigation Syringe	1
Quick Clot Sponges	5
Male Catheter	2
Suture Kit(suture, scissors, forceps)	1
Hemostat	2
Tweezers	1
Rubber Bands	50
Toe Nail Clippers	1
#11 Scalpel	5
Penlight	1
Scissors	1
Tongue depressors	1 box
Re-useable Hot/Cold Packs	10
Water treatment tabs/drops	QS for group needs

Over the Counter Medication First Aid Kit for Expeditions / Medication	Quantity	For
Loratadine 10mg	30	Allergies
Diphenhydramine 25mg	100	Allergic reaction/sleep aid
Provo-iodine solution	1 bottle	Antiseptic
Antifungal foot spray	1 can	Athlete's foot
Antifungal cream (clotrimazole)	3 tubes	Athlete's foot/jock itch
Mole skin	1-2 packages	Blisters
Aspirin 325mg	50	Chest pain/pain control
Pseudoephedrine 60mg	50	Cold/congestion
Throat lozenges/cough drops	50	Cough/sore throat
Dental Pain Kit		
- Oil of <i>cloves</i>	1 bottle	Dental pain
- Cavil(temporarydental filling)	1 jar	Dental cavity/broken tooth
- Ambesol	1 tube	Oral ulcers, tooth pain
- Dental Floss	1 package	foreign bodies between teeth
Anusol HC	2 tubes	Hemorrhoids
Ranitidine 150mg	100	Indigestion
Hydrocortisone cream	2 tubes	Insect bites/anti-itch
Loperamide (Imodium) 2mg	50	Diarrhea
Miralax	2 bottles	Constipation
Meclizine 25mg	50	Motion Sickness
Acetaminophen 325mg	200	Pain/fever control

Ibuprofen 200mg	200	Pain/fever control
Afrin nasal spray	5 bottles	Nose bleeds/nasal congestion
Antibiotic ointment	4 tubes	Topical infections
Aloe-Vera topical gel	1 bottle	Burn treatment
Eyewash with cup (normal saline)	2 bottles	Irrigation
Allergy Eye Drops	1 bottle	Allergies
Visine	1 bottle	Eye Irritation
Sunscreen spf 30	2 bottles	Sun protection
Chap Stick		Sun/chapped lips
Zinc-oxide paste	1 tube	Sun protection/sunburn
Vaseline	1 jar	Multiple uses

Source: UMaine Cutler Health Center, Memorandum to Supervisors dated September 6, 2012

## First Aid Training

First Aid Training Programs should meet the minimum requirements of the American Red Cross, American Heart Association, National Safety Council or other recognized First Aid training organization. Re-training should be conducted as prescribed by the standards of the training program or agency. A record of required First Aid training must be provided to the employee's supervisor with copies maintained by the employee's department.

Employees who are required to provide First Aid as a portion of their job duties are also required to receive annual University of Maine Bloodborne Pathogens Training.

Employees who are required to receive First Aid training, but do not have a duty to act as a portion of their job responsibilities, should refer to the Supplement at end of this program.

## Responsibilities

**Safety and Environmental Management** is responsible for monitoring changes in OSHA First Aid guidelines and transmitting such information to the University community.

**Supervisors** shall ensure that:

- 1) Employees obtain first aid training as required by job description or specific work locations/activities.
- 2) First-aid kits and emergency plans are readily available and regularly inspected.

**First Aid Trained Employees** are responsible for calling the appropriate emergency number (i.e. 911) if assistance is required, providing care as applicable, and notifying their supervisor when First Aid is rendered.

## For Additional Information

- Contact your Department Safety Coordinator or the Department of Safety and Environmental Management at 207/581-4055.

- University Field Work Policy
- University of Maine Scientific Diving Standards
- OSHA Publication 3317-06N (2006)

## Document History

Date originally published: 07/10/00

## **First Aid Training Bloodborne Pathogens Supplement**

### **Who needs this training?**

This document is intended as a supplement to First Aid training for University employees who are not required to provide first aid. This document is not intended to and does not replace detailed Bloodborne Pathogen Training required for employees who may be exposed to potentially infectious materials while performing regular work functions (i.e. blood/ bodily fluid clean-up, laundry/ custodial services).

### **What is my risk?**

First Aid providers may be exposed to a variety of potentially infectious materials and transmittable diseases while providing care to an ill or injured person. Potentially infectious materials include blood and many other, but not all, bodily fluids. Transmittable diseases include but are not limited to Hepatitis and HIV/AIDS. The risk of contracting a transmittable disease while providing First Aid care is low, however, some level of risk does exist. Since most transmittable diseases are not readily observable, we must take Universal Precautions and assume that **ALL** individuals are potentially infectious and protect ourselves by taking appropriate precautions and **using barriers** (i.e. disposable gloves, face shields, and resuscitation shields/masks) while providing care to an ill or injured person.

### **Do I have to provide First Aid?**

As a First Aid provider you have the responsibility to decide to provide care to an ill or injured person. You may choose not to provide care if:

- You feel the incident exceeds your level of training.
- You do not have the appropriate personal protective equipment/ barriers.
- You cannot provide care without endangering yourself or others.

As a First Aid provider, you cannot be held liable for failure to provide care; however, if you choose not to provide care, you should still call for emergency assistance (911).

### **I think I might have been exposed, what should I do?**

If, during the course of providing First Aid care, you feel you may have exposed to a potentially infectious material or transmittable disease, contact your supervisor or the Department of Safety and Environmental Management. The University has procedures in place to have you evaluated by a medical professional who can determine if further care is warranted. Care for potential exposures includes an evaluation of the exposure and may include appropriate testing and/ or vaccinations.