

BUSINESS AFFAIRS MEMORANDUM 2011 - 02

TO: All Departments

**FROM: Dr. Evan Rowe
Safety Director**

DATE: January 24, 2011

RE: Recommended First Aid Kit Supplies

The attached list of first aid kit supplies are strongly recommended for departmental purchase. First aid supplies should be used to provide initial medical care for first aid type cases (e.g. abrasions, minor cuts, burns) that occur while performing job duties. Injuries needing further medical care should be referred to Boone Urgent Care or Watauga Medical Center Emergency Room, if Boone Urgent Care is closed or the injury is considered life threatening. Departmental purchased first aid kits and associated contents **MUST** be reviewed by the Safety Director before p-card purchases, petty cash disbursements, or final procurements are issued. Please be sure to provide the number of employees in your dept/area, the intended use, and audience to be served on your request.

NOTE: Over-the counter medicines (e.g. Tylenol, Advil, Kaopectate, cough syrups) are NOT listed on the Recommended First Aid Kit Supplies (see reverse side) and are not approved to be purchased by departments with University funds.

As a reminder, all employee work-related injuries and illnesses **MUST** be reported to the area supervisor immediately. Workers= Compensation reporting forms are required to be completed and submitted to Human Resource Services within 24 hours of the incident. For accidents or injuries not considered work-related, complete the Appalachian State University Accident Report Form (one page), keep a copy for departmental files, send the original to the Workers' Compensation Administrator (WCA), Human Resource Services, and send a copy to the Occupational Safety and Health Department. Copies of the Workers= Compensation forms can be obtained from the WCA, Human Resource Services. The One page Accident Report form can be accessed from the Occupational Safety and Health Department web site, <http://safety.appstate.edu>.

As a reminder, contact Watauga Medics at 9-911 for emergency transportation to Watauga Medical Center Emergency Room. For non-emergency transportation to Boone Urgent Care or Watauga Medical Center Emergency Room, contact University Police at ext. 2150.

If you have questions, please contact us at Extension 4008.

Thank you.

Attachment

Recommended First Aid Kit Supplies

Emergency Phone Numbers, Emergency Contact List - includes Appalachian State University Police, Student Health Services, other emergency response agencies; available on the ASU Search Page (click on more options on the ASU Home web page) or contact our office for a list.

Adhesive Bandages (Band Aids)

Adhesive Tape (if needed) – secure gauze, bandages

Alcohol or Antiseptic Wipes

Antibiotic Ointment

Disposable Latex-free Surgical Gloves - provide first aid care; available from Central Warehouse

First aid kit supplies should be placed in a well sealed, easily accessible container or storage device for prompt, emergency use. Kits should be checked regularly for restocking purposes. First aid care should be followed by medical care if deemed necessary. Supervisors and other responsible personnel need to be skilled in proper First Aid and CPR techniques, and AED equipment use.

NOTE: Contact our office at Extension 4008 if you feel you need to use additional, specialized 1st aid supplies in your area.