



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS
University Environmental Health and Safety

First Aid, CPR and AED Program

June 20, 2016

1. INTRODUCTION

1.1. Purpose

Indiana University Environmental Health and Safety (IUEHS) has developed this Program to provide guidance to departments in determining when First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) training is required for their employees and to ensure that adequate first aid supplies and equipment are readily available.

1.2. Scope

This Program applies to all Indiana University departments that provide first aid kits for the purpose of treating minor injuries and/or have designated employees trained in the administration of first aid, CPR, or the use of an AED.

2. AUTHORITY AND RESPONSIBILITY

Responsibility for various aspects of this Program will differ depending on your respective campus. The following identify responsibilities that are consistent for all IU campuses:

2.1. University Environmental Health and Safety (IUEHS) is responsible for:

- 2.1.1. Developing and reviewing the First Aid, CPR and AED Program; and
- 2.1.2. Maintaining training records for employees who are required to complete training per the Occupational Health and Safety Administration (OSHA); and
- 2.1.3. Assisting departments in the selection of first aid kits.

2.2. Departments are responsible for:

- 2.2.1. Ensuring employees who are required to provide First Aid, CPR or AED response are trained by either Insurance Loss Control and Claims (INLOCC), IUEHS, Office of Emergency Management and Continuity (EMC) or a designated service provider;
- 2.2.2. Ensuring first aid kits are stored in convenient and accessible locations;
- 2.2.3. Completing required first aid report documentation;
- 2.2.4. Ensuring first aid kits are maintained with adequate supplies;
- 2.2.5. Maintaining training records for all employees who are required to complete First Aid/CPR/AED training and providing documentation to IUEHS; and
- 2.2.6. Submitting first aid report forms to IUEHS for the respective campus.

2.3. Employees are responsible for:

- 2.3.1. Complying with this Program, and
- 2.3.2. Attending training as required.

Responsibilities of this Program that are specific per respective campus are as follows:

2.4. Bloomington and Regional Campuses

2.4.1. **University Environmental Health and Safety (IUEHS)** is responsible for:

- 2.4.1.1. Assisting INLOCC with first aid, CPR, and AED training when necessary; and
- 2.4.1.2. Ensuring first aid kits are available in laboratories.

2.4.2. **INLOCC** is responsible for:

- 2.4.2.1. Coordinating and/or providing first aid, CPR, and AED training for those who request training but for who training is not required;
- 2.4.2.2. Ensuring training is completed for employees who are required to have first aid, CPR, and AED training; and
- 2.4.2.3. Inspecting, testing cabinet alarms, and maintaining an inventory of all AED's.

2.4.3. **Emergency Management** is responsible for:

- 2.4.3.1. Providing assistance to INLOCC in performing First Aid, CPR, and AED training.

2.5. IUPUI Campus

2.5.1. **University Environmental Health and Safety (IUEHS)** is responsible for:

- 2.5.1.1. Inspecting, testing cabinet alarms, and maintaining an inventory of all AED's;
- 2.5.1.2. Ensuring employees that are required to be trained in first aid, CPR, and AED have been trained;
- 2.5.1.3. Providing assistance with first aid kits to departments;
- 2.5.1.4. Maintaining records; and
- 2.5.1.5. Coordinating and providing first aid, CPR, and AED training.

2.5.2. **Indiana University Police Department – IUPUI (IUPD)** is responsible for:

- 2.5.2.1. Providing assistance to IUEHS in performing first aid, CPR, and AED training.

2.5.3. **Emergency Management** is responsible for:

- 2.5.3.1. Providing assistance to IUEHS in performing first aid, CPR, and AED training.

3. PROGRAM ELEMENTS

3.1. First Aid Kit Requirements

Departments are responsible for assessing the need to provide a first aid kit in their immediate work area. All university departments providing first aid kits must maintain adequate supplies in convenient and accessible locations.

The following departments/groups are considered to perform high-risk activities, therefore, shall ensure that a first aid kit is readily available:

- Facility Services and/or Physical Plant maintenance and shop areas;
- Fine Arts;
- Residential Programs and Services (RPS);
- Athletics;
- Recreational sports; and
- Police.

Indiana University first aid kits must be in compliance with the standards set by OSHA Bloodborne Pathogens regulations (OSHA Standard [29 CFR 1910.1030](#)) and the ANSI Standard Z308.1 for minimum content requirements for industrial first aid kits. The kit contains items that will provide blood exposure protection. The first aid kit is intended for use by employees who are trained in first aid, self-use and for use by individuals who make a personal choice to volunteer assistance.

NOTE: It is recommended that a first aid kit be located in the main office of each department not listed above.

3.2. First Aid Kit Supply Requirements

First aid supplies must be readily available, stored in clean, clearly marked, portable containers.

The following are the minimum components required for first aid kits used at Indiana University.

Contents Description	Minimum Inventory Quantity
Absorbent compress	1
Adhesive tape (2.5 yd.)	2 rolls
Antibiotic application (1/57 oz.)	10
Antiseptic wipes (0.5 g.)	10
Adhesive bandages in assorted sizes	16 each size
Burn dressing, gel soaked (4" X 4")	1
Burn treatment (1/32oz.)	10
Cold pack	1
CPR Microshield-Plus mask	2
Eye covering with means of attachment (2.9 sq. in.)	2
Eye/Skin wash	1 fl. oz. total
First aid guide	1
Hand sanitizer (1/32 oz.)	6
Roller bandage (2" X 4 yd.)	1
Sterile pads (3" x 3")	4
Triangular bandage (40"x40"x56")	1
Non-latex medical exam gloves (small and large)	2 pair each
Waste bag (6" x 8" sealable plastic bag)	2
Biohazard label (1" x 3")	2
Scissors	1
Tweezers	1
Emergency number phone card	1

Because each work environment is unique, it is expected that the required products will be supplemented with additional products and quantities based upon the hazards found in the particular work environment. Individual items shall be replenished as they become depleted.

The following are recommendations for first aid supply locations and responsibilities:

- Post a "first aid kit/supplies" sign near the location of first aid kits and supplies.
- Indicate exact locations of first aid supplies in department's Emergency Action Plan.
- Post name, location and phone number of first aid certified employees on first aid kit or where first aid supplies are stored.
- Identify the individuals responsible for maintaining first aid supplies, including stocking and checking expiration dates.

3.3. Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED's)

3.3.1. Each department shall be responsible for assessing the need to train employees in the performance of CPR and the use of an AED. This training is mandatory for those employees with the following job functions:

- Working on or associated with exposed lines or equipment energized at 50 volts or more;
- Working in areas with direct exposure to arc flash hazards; and
- Emergency responders.

3.3.2. Further information regarding AED locations and the procurement/maintenance requirements pertaining to AED's is provided by INLOCC and the Office of Emergency Management and Continuity.

3.4. Bloodborne Exposure Control Procedures

Because of the potential for exposure to bloodborne diseases, such as HIV and Hepatitis B, it is important for anyone who might give first aid and/or CPR to be aware of the hazards that contact with human blood and certain human body fluids may present. For most employees, providing first aid to someone in need is a personal choice. For other employees, providing first aid is a requirement of their job position and part of their assigned duties. Indiana University has a [Bloodborne Pathogens Exposure Control Plan](#), designed for the purpose of protecting university personnel from exposure to disease-causing organisms found in human blood and certain human body fluids.

3.5. First Aid/Injury Reporting

If further medical attention is required after first aid has been given, employees shall obtain medical attention from the medical services provider for the respective campus. If the injury occurs after normal working hours or immediate medical assistance is required, call the Indiana University Police Department dispatch for the respective campus for ambulance assistance. If further medical assistance is needed, it shall be reported in accordance with the applicable UHR Policy.

4. TRAINING & RECORDKEEPING

4.1. First Aid/CPR/AED Training

It is recommended that at least one person from each department, per shift, be trained in first aid, CPR, and AED.

Training of employees in basic first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) is encouraged and/or required under certain conditions.

Employees required to be trained in first aid, CPR, and AED include the following:

- Employees who work on or associated with exposed lines or equipment energized at 50 volts or more or in areas with direct exposure to arc flash hazards; and
- Emergency responders.

It is highly recommended that the following employees be trained in first aid, CPR, and AED:

- Residence Hall RA's; and
- Those who work in athletic and recreational facilities.

4.1.1 In general, employees identified as first aid trained (first responder) for the purposes of meeting this requirement do so as a collateral duty. In that, providing first aid or other medical assistance is not their primary job assignment. In addition, in the context of this program, a "Good Samaritan" is a person who volunteers assistance, as a personal choice, to a person in medical need.

IUEHS and [INLOCC](#) schedules First Aid/CPR/AED classes on an as needed basis. In addition, first aid, CPR, and AED training must be repeated every two years to maintain a valid certificate.

4.2. First Aid/CPR/AED Recordkeeping

Each employee who completes the IUEHS or INLOCC sponsored first aid course will receive a first aid certificate which serves as documentation. In addition, IUEHS and INLOCC maintains training records for all sponsored courses and can arrange for replacement of lost first aid certificates.

5. REFERENCES

- [IU's Bloodborne Pathogen Program](#)
- [29 CFR 1910.151 Appendix A.](#)
- [29 CFR 1910.1030](#)
- [Indiana University INLOCC](#)
- [Indiana University Defibrillator Locations](#)
- [Indiana University Defibrillator Policy](#)
- ANSI/ISEA Z308.1-2015

6. REVISIONS

New Document – February 5, 2016

APPENDIX A – GLOSSARY

Good Samaritan: In the context of this Program, a "Good Samaritan" is a person who volunteers assistance, as a personal choice, to a person in medical need. This assistance may or may not involve potential contact with human blood or body fluids. It is recommended that all individuals at Indiana University understand the hazards involved in contact with human blood and certain body fluids, and how to protect themselves from bloodborne diseases.

First Responder: A "First Responder" is an employee who, as a requirement of his/her job position and assigned duties, is required to provide first aid and/or CPR to persons in medical need. The First Responder is certified in first aid and CPR and provides medical assistance until such time as professional medical care can be provided. First Responders will participate in the Indiana University Bloodborne Pathogens Exposure Control Plan required by the OSHA Bloodborne Pathogens regulations (OSHA Standard 29 CFR 1910.1030).