

Palm Beach State College
Florida's First Public Community College



FIRST AID KIT PROGRAM

PALM BEACH STATE COLLEGE

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1. PURPOSE

This document sets forth the requirements for first aid kits at Palm Beach State College.

2. OVERVIEW

Because Palm Beach State College does not maintain an infirmary, the College departments need to provide adequate first aid supplies so that those supplies are readily available to members of the College community. There are no regulatory requirements for the specific contents of first aid kits. The American National Standard (ANSI) Z308.1-1998 has established standards for the "Minimum Requirements for Workplace First-aid Kits".

The College periodically assesses the specific needs of the campus worksites to ensure that reasonably anticipated first aid supplies are available and recommends that first aid kits be augmented appropriately.

From 1998 through 2009, the ANSI Z308.1 minimum requirements for a "basic" first aid kit grew from 8 specified items to 10 specified items. In 2015, the number of specified items grew to 18. Given that the hazards faced in common small workplaces, treatable with a basic first aid kit, have not significantly changed since 2009, Palm Beach State College will continue to use the recommended minimum contents for first aid kits listed in ANSI Standard Z308.1-2009. See **Table 1** below.

3. PROGRAM REQUIREMENTS

- Palm Beach State College departments are responsible for providing and maintaining first aid kits for their employees in sufficient quantities and at locations that make them readily available.
- The contents of each first aid kit should follow the recommendations contained in ANSI Z308.1-2009, "Minimum Requirements for Workplace First Aid Kits and Supplies", as shown in **Table 1** below.

Table 1. Recommended Minimum Contents for First Aid Kits	
Item and Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 sq. in. (No side smaller than 4")	1
Adhesive Bandages, 1" x 3"	16
Adhesive Tape, 3/8" x 2.5 yd. Total	1
Antibiotic Treatment, 0.14 oz. (0.5 g)	6
Antiseptic, 0.14 oz. (0.5 g) Application	10
Burn Treatment, 1/32 oz. (0.9 g) Application	6
First Aid Guide	1

Medical Exam Gloves	2 pair
Sterile Pads, 3" x 3"	4
Triangular Bandage, 40" x 40" x 56"	1

- Departments may elect to include additional items or quantities in first aid kits based on the size of the workplace and/or the hazards normally encountered in the workplace. A sampling of additional items includes but is not limited to, the items listed in **Table 2** below.

Table 2. Additional Items for First Aid Kits	
Bandage Compress 2" x 36" min.	
Breathing Barrier, single use	
Burn Dressing, 12 sq. inch min.	
Cold Pack 4" x 5" min.	
Eye Covering, 1/4" thick min.	
Eye Wash, sterile 4 fl. oz. min.	
Roller Bandage 2" x 4 yd. min.	
Hand Sanitizer	
Scissors	
Splint - min 4" x 24"	

- **First aid kits should not include oral medications such as aspirin or ibuprofen.**
- Departments should maintain a list of first aid kit contents, which should be periodically reviewed to ensure that it meets the needs of the workplace. If needed, contact Safety & Risk Management for assistance in determining appropriate first aid kits and contents.
- First aid kits should be regularly inspected to ensure that they are complete (according to the current content list), in good condition, and items have not expired. Departments should take whatever steps they deem necessary to prevent pilferage of first aid kit contents, without reducing the ready availability of first aid kits.
- Departments may purchase first aid kits and supplies from any reputable vendor, subject to applicable PBSC procurement policies, by the most cost-effective and/or efficient means (i.e., PCard, Blanket Purchase Order, etc.).
- First Aid Kit supplies should be replenished as supplies are used.
- This program is reviewed periodically by the Safety & Risk Management Department and republished as necessary.