

FIRST AID KIT PROGRAM

1. PURPOSE

This Notice establishes guidelines for minimum requirements for acquiring and maintaining first aid kits, and who may render first aid within the Animal and Plant Health Inspection Service (APHIS). The information in this Notice will be incorporated into the Safety and Health Manual when it is revised.

2. AUTHORITIES

The authorities for making first aid supplies readily available and for having trained employees in first aid are contained in:

- a. Occupational Safety and Health Administration (OSHA) Standards for General Industry, 29 CFR Part 1910, Subpart K, Section 1910.151, and Appendix A to 1910.151;
- b. American National Standards Institute (ANSI) Z308.12003 American National Standard–Minimum Requirements for Workplace First Aid Kits.

3. SCOPE

This Notice is applicable to all APHIS employees, visitors, and contractors working in or visiting any APHIS facility.

4. DEFINITIONS

- a. Analgesic. Medications approved by the Food and Drug Administration (FDA) as pain reliever/fever reducer for over-the-counter use.
- b. Antiseptic. A substance that inhibits the growth of microorganisms on human skin.
- c. Bandage. A strip of material used to cover a wound or hold a compress in place.

- d. Breathing Barrier. A personal safety device that prevents any contact between the cardiopulmonary resuscitation (CPR) administrator and the victim, also known as a CPR barrier.
- e. Compress. A sterile absorbent pad.
- f. First Aid. Immediate treatment administered to an injured person when professional medical care is not readily available.
- g. First Aid Kit. A container including a quantity of first aid products.
- h. Swab. A single-use crushable, hermetically sealed ampule with an applicator tip used to clean and/or apply a solution.
- i. Towelette. A single-use, sealed, impregnated material used to clean and or apply a solution.
- j. Wipe. A small towelette.

5. **RESPONSIBILITIES**

It is important for all APHIS employees to have access to adequate first aid supplies, and that these supplies are readily available. Of added importance, in the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons will be adequately trained to render first aid.

- a. The APHIS Safety, Health, and Environmental Protection Branch (SHEPB), will:
 - (1) Provide up-to-date information regarding how to acquire adequate first aid supplies.
 - (2) Provide direction for obtaining adequate first aid training.
- b. Supervisors will:
 - (1) Ensure the ready availability of medical employees for advice and consultation on matters involving or pertaining to workplace health.
 - (2) Ensure that contents of the first aid kit listed in the ANSI standard are adequate for small work sites. When larger operations or multiple

operations are being conducted at the same location, supervisors should determine the need for additional first aid kits at the work site, additional types of first aid equipment and supplies and additional quantities and types of supplies and equipment in the first aid kits.

- (3) Need to enhance their first aid kits if they have unique or changing first aid needs. Supervisors can use the OSHA 300 log, OSHA 101s, or other reports to identify these unique problems. Consultation with the APHIS occupational medical officer may be helpful to supervisors in their circumstances.
- (4) Assess the specific needs of their work site periodically and augment the first aid kit appropriately after consultation with the APHIS occupational medical officer.
- (5) Be required to provide appropriate personal protective equipment in compliance with the provisions of the Occupational Exposure to Blood-borne Pathogens standard §1910.1030 (d)(3) (56 FR 64175) for employees who are reasonably expected to be exposed to blood or other potentially infectious materials while using first aid supplies.

c. Employees will:

- (1) Follow applicable workplace safety and health rules.
- (2) Follow work practices and procedures related to their jobs.
- (3) Report all workplace injuries to their supervisors immediately.
- (4) Provide accurate information while completing the CA-1.

d. APHIS Contractors will:

- (1) Follow applicable workplace safety and health rules.
- (2) Follow work practices and procedures related to their jobs.
- (3) Report all injuries to the contracting officer's representative (COR) immediately.

6. FIRST AID KITS

First aid kits will be inspected at least annually to ensure completeness, condition of contents, and expiration dates to maintain compliance with this standard. Any item beyond its marked expiration date must be removed from the kit and replaced.

- a. Required Contents. All first aid kits conforming to the requirements of this standard will contain the first aid items listed. The quantity, dimensions, or volume listed for each item is the minimum for compliance with this standard. Larger items that meet or exceed the performance requirements are considered equivalent. Additional quantities are to be added as needed to meet the requirements of a particular work environment.
- (1) **Adhesive Bandage.** Each adhesive bandage will consist of a nonadherent absorbent pad attached to the central area of a strip of adhesive material. The adhesive strip will be 3.0 inches by 1.0 inch. The absorbent pad will have an area between 0.65 and 1.0 square inches. The ratio of the greater pad dimension to the lesser pad dimension will be between 1.0 and 2.0 inches. The adhesive material will have a moisture vapor transmission rate of at least 500 gm/m² per 24 hours over its entire area in accordance with American Society for Testing and Materials (ASTM) E96 Standard Test Methods for Water Vapor Transmission of Materials. Protective material will cover the adhesive material and pad in such a manner as to prevent contamination of the pad. The protective facing material will not impair the adhesiveness of the adhesive material and will be easily removed. Each bandage will be individually packaged, sealed, and sterile. Minimum quantity: 16.
 - (2) **Adhesive Tape.** Adhesive tape will be at least 3/8 inches wide and a minimum of 5 yards long and meet the applicable requirements for adhesive tape as defined in the current edition of the United States Pharmacopoeia/National Formulary (USP/NF). Minimum quantity: 1.
 - (3) **Antiseptic.** Each antiseptic will meet the requirements of FDA regulation 21 CFR 333 and will be contained in an individual-use application containing at least 0.14 fluid ounce (fl. oz.) of antiseptic. Each individual-use application will not be reusable. Spray containers with a minimum of ten 0.14 fl. oz. applications are acceptable to meet this requirement. Minimum quantity: 10.

- (4) **Burn Treatment.** Each burn treatment will be a water soluble compound packaged in individual-use applications containing at least 1/32 oz. Spray containers with a minimum of six 1/32 oz. applications are acceptable to meet this requirement. Minimum quantity: 6.
 - (5) **Medical Exam Gloves.** Gloves will conform to the FDA requirements for medical grade gloves. Users should consider including different sizes of gloves in the kit. Minimum quantity: 2 pairs.
 - (6) **Sterile Pad.** Each sterile pad will be at least 3 x 3 inches in size and absorb at least 0.56 fl. oz. of water as determined by ASTM D1117 Nonwoven Fabrics. Each sterile pad will be individually packaged, sealed, and sterile. Minimum quantity: 4.
 - (7) **Triangular Bandage.** Each bandage will be made from muslin at least 60/48 weave or a material of equivalent mechanical strength. When unfolded, the outer dimensions of the bandage will be at least 40 x 40 x 56 inches. The bandage will be folded in cravat form. Minimum quantity: 1
- b. Recommended Contents. In addition to the required contents listed, optional products and sizes should be included, depending on specific hazards, to augment a kit based upon the specific hazards existing in a particular work environment.
- (1) **Analgesic (Oral).** Oral analgesics included in a first aid kit will be packaged in a single dose, tamper evident package with full labeling as required by FDA regulations, and should contain no ingredients which are known to cause drowsiness.
 - (2) **Antibiotic Treatment.** Each treatment will be packaged in individual use applications containing at least 1/32 oz. of ointment. Each individual-use application will not be reusable. Minimum quantity: 6.
 - (3) **Bandage Compress.** Each bandage compress will consist of an absorbent, nonadherent pad substantially free from loose ends and raveling and constructed from a material having at least the equivalent absorbency of 16 thickness of Type III (28/24) absorbent gauze as defined by the current edition of the USP/NF. The compress will be securely attached to a continuous bandage substantially free from loose ends and raveling, constructed from material having the equivalent strength of Type I (44/36) gauze. The bandage will be pleated or rolled to provide easy opening and

application. Each bandage compress will be individually packaged, sealed, and sterile. Bandage compresses will conform to one of the sizes shown in Table 1.

Pad Size	Continuous Bandage	Opening Size of Pad
Inches	Inches	Inches
2 x 2	2 x 36	2 x 4
3 x 3	3 x 60	3 x 6
4 x 4	4 x 72	4 x 8

Table 1

Minimum quantity: 2 in.-4; 3 in.-2; and 4 in.-1.

(4) **Breathing Barrier.** The breathing barrier will:

- (a) Be a single use disposable medical device for CPR use.
- (b) Be listed with the FDA.
- (c) Have a current valid 510 (k).

The device will provide protection from direct contact with bodily fluids by means of its construction and the use of a one-way valve, filter medium, or other equivalent method. Each barrier will be packaged in an easily opened container, clearly labeled with the name of the device, together with comprehensive instructions for use. Minimum quantity: 1.

(5) **Burn Dressing.** Burn dressings will be a gel-soaked pad made of a material that avoids fibers from becoming imbedded in the burn wound. Gel material will be water soluble. Each dressing size will be at least 12 square inches and will be single use. Minimum quantity: 1.

(6) **Cold Pack.** Each cold pack will be at least 4 x 5 inches in size and will reach a temperature between 20–40°F within 10 seconds of activation. The cold pack will maintain a temperature between 20–40°F for a period of at least 15 minutes. Cold packs will activate under normal hand pressure and will not leak under normal conditions of use. Minimum quantity: 1.

- (7) **Eye Covering.** Eye covering(s) will have the ability to cover both eyes, an area of at least 2.9 square inches per eye, and conform to each eye cavity. The covering will have a thickness of at least ¼ inch when not compressed. Each eye covering will have at least the absorbency of absorbent gauze as defined by the current edition of the USP/NF. The eye covering will be free of loose threads and raveled edges. Each eye covering will be individually packaged, sealed, and sterile.
Minimum quantity: 2.
- (8) **Eye Wash.** A minimum of 1 fl. oz. of a sterile, isotonic, buffered solution as specified by the FDA in 21 CFR 349 will be contained in at least 0.5 fl. oz individual-use applications. Minimum quantity: 1.
- (9) **Roller Bandage.** Each roller bandage will be at least 2 inches wide and at least 6 yards long. Each bandage will be constructed from a material at least the equivalent strength of Type I (44/36) gauze as defined by the current edition of USP/NF. Each bandage will be substantially free from loose threads and raveling. Each bandage will be individually packaged and sealed. A conforming bandage that can stretch to at least 6 yards may be used in place of a roller bandage. Minimum quantity: 2.

All first aid required contents will be marked with at least the ANSI standard designation as follows: “ANSI Z308.1-2003.” Recommended first aid contents may be marked “ANSI Z 308.1-2003 R.” Each kit and/or location will be visibly marked as a place where first aid supplies are located.

c. **Recommendations and Precautions Concerning First Aid Kit Use and Maintenance.**

- (1) Items other than the required minimum fill contents and those recommended by a person competent in first aid and cognizant of the hazards in the workplace environment should not be stored in the kit. To ensure immediate access to first aid supplies, it is recommended that first aid kits not be locked.
- (2) OSHA regulation 29 CFR 1910.1030 for bloodborne pathogens must be complied with when rendering first aid.
- (3) In addition to a first aid kit, each work location should have at least one individual available who is trained in first aid and CPR.

- (4) Tourniquets should not be included in general first aid kits. It is acknowledged that a tourniquet performs a role of last resort in the event of life-threatening injuries (e.g., hemorrhaging occurring due to amputated extremities) and should be administered only by a trained person.

7. INQUIRIES

- a. Inquiries regarding this Notice should be directed to the APHIS Emergency Management, Safety, and Security Division, SHEPB, at 301-436-3145.
- b. This Notice can be accessed on the Internet at: www.aphis.usda.gov/library .

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MRP Business Services