

## 11.2.19 FIRST AID / AEDS

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### PURPOSE:

Baylor University is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

It is recommended that all university departments maintain adequate first aid kits in convenient and accessible locations (see **First Aid Supplies and Equipment** section below). In addition, training of employees in basic first aid and cardiopulmonary resuscitation (CPR) is encouraged. This training is available locally through the Department of Campus Recreation, by contacting the Coordinator of Facilities at 710-3530.

### SCOPE:

Because of the potential for exposure to bloodborne diseases it is necessary 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. Baylor University's Bloodborne Pathogen (BBP) Plan is designed to protect university personnel from exposure to disease-causing organisms found in human blood and certain human body fluids. This Plan is available in the office of the Department of Risk Management at any time.

For many employees, providing first aid to someone in need is a personal choice. For others it is a requirement of their job duties.

The purpose of Baylor University's First Aid Program is to define the types of first aid providers at Baylor University, to explain basic exposure control procedures and to establish the suggested basic first aid kit supplies that should be available.

### RESPONSIBILITY:

#### First Aid Personnel

The *National EMS Education and Practice Blueprint* lists the following first aid designations:

- A. **First aid provider:** Occupationally required to be trained in first aid even though they may not be specifically obligated by law to perform first aid. Responds as a "Good Samaritan." Uses a limited amount of equipment to perform initial assessment and provide immediate life support and care while awaiting arrival of emergency medical services (EMS).
- B. **First responder:** Uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS.
- C. **Emergency Medical Technician (EMT)-Basic:** The 2nd level of professional emergency medical care provider. Qualified to function as the minimum staff for an ambulance.
- D. **EMT-Intermediate:** The 3rd level of professional emergency medical care provider. Can perform essential advanced techniques and administer a limited number of medications.
- E. **Paramedic:** The 4th level of professional emergency medical care provider. Can administer

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additional interventions and medications.

**Basic Exposure Control Procedures**

Because of the potential contact with human blood and potentially infectious body fluids, it is recommended that disposable latex rubber or nitrile gloves and CPR pocket masks be provided and used instead of bare-hand contact and direct mouth-to-mouth procedures. If gloves, pocket masks, compress or any other items become contaminated with human blood or other potentially infectious materials (OPIM), they must be disposed of safely. Contaminated materials must be placed in a closed and leak proof container. Any contaminated sharps (needles, razor blades, broken glass, etc.) must be collected in a container that is also puncture-resistant. The container must be marked as "BIOHAZARD" and autoclaved to decontaminate. All contaminated/decontaminated sharps should be taken to Baylor University Health Services offices on the second floor of the McLane Student Life Center (SLC), where they will be stored in a secure location until they are picked up monthly by an outside contractor.

Non-sharps waste that has been decontaminated by autoclave may be placed inside another bag labeled "AUTOCLAVED" then disposed in the regular trash. If an autoclave is not available in the area, then all contaminated materials should be disposed by the same process described above for contaminated sharps. If arrangements must be made to transport said wastes, call the Department of Risk Management at 710-4586. If contaminated wastes cannot be taken to Health Services immediately, they must be placed in a locked room until arrangements for delivery can be made.

If there is ever contact of human blood or OPIM with broken skin, eyes or mouth, contaminated areas must be washed with soap and water and the eyes and mouth flushed immediately. Employees should then contact the workers compensation representative of the Compensation and Benefits department. Employees should contact Concentra or other appropriate medical provider for a post-exposure evaluation.

**Hazard and Medical Services Assessment**

Personnel trained in first aid are available 24 hours a day, seven days a week by calling Baylor Police Department. Baylor University Health Services is also staffed with personnel trained in first aid, as well as more advanced medical treatment. They are available during scheduled clinic hours which are posted on the Health Services web page. Local EMS is dispatched immediately upon emergency medical call receipt by Baylor Police Department, therefore if anything occurs outside the medical scope of treatment available from immediate responders, advanced life support staff should arrive within moments.

**First Aid Supplies and Equipment**

It is recommended that all university departments maintain adequate first aid kits in convenient and accessible locations. Suggested first aid kit supply lists are located in the Appendix of this plan. Appropriate kit supplies should be chosen based on work place hazards in each area, as well as the knowledge and training of employees in that area.

A determination must be made as to whether any operations in each department's work areas include any activities that are hazardous, contain hazardous materials, sharp objects or obvious

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things that could produce cuts, punctures, burns or any other need for first aid. Based on this assessment, the appropriate first aid kit should be obtained and stored in a highly visible location that is readily accessible to all employees and students.

It is also important to provide appropriate knowledge and information to employees and students so they can successfully utilize the first aid kit. Simple instructions might be appropriate in some areas. However, in other areas deemed more hazardous, more detailed instruction on fundamentals of basic first aid/CPR, as well as basic exposure control methods might be required.

Baylor University provides emergency eyewash stations and showers in all areas where injurious corrosive materials may be used. All employees and students working in these areas should be made aware of all the hazards, as well as when and how to properly use each of these protective devices.

**Training**

Employees should NOT attempt to rescue or treat an injured or ill employee unless they are qualified to do so. Instead, they should contact someone who is qualified.

Employees who are qualified to render first aid have completed Baylor University's first aid training program. The Department of Risk Management (710-4586) is responsible for coordinating training.

*Training Certification*

After an employee has completed our training program, the trainer will determine whether the employee can safely perform first aid. The Department of Risk Management and each employee who completes the training are responsible for keeping records verifying certification of each employee who has successfully completed training. Each certificate is a valid certificate in first-aid training, and includes the name of the employee, the date(s) of the training, and the signature of the person who performed the training and evaluation.

*Retraining*

Trained employees should be retrained biennially to keep their knowledge and skills current.

**Accident Reporting**

After the immediate needs of an injury or illness emergency have been met, we require our employees to report the event to their supervisor. Extremely minor injuries, like a small bruise, do not need to be reported. However, those injuries and illnesses involving professional treatment, time away from work, or a near miss of a more serious accident, must be reported to an employee's supervisor. Even injuries that do not become apparent until after the cause must be reported. For example, back pain that develops over a period of time must be reported. These must be reported using the "1<sup>st</sup> Report of Accident/Injury" form available [here](#). More information on the accident reporting and investigation process is available in the Accident Reporting and Investigation Plan (Section 11.2.5) available in the office of the Department of Risk Management.

**Program Evaluation**

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This plan is thoroughly evaluated and, as necessary, revised to ensure the program's effectiveness and prevent or eliminate any problems. Program evaluation is performed annually by the Department of Risk Management.

**Administrative Duties**

The Department of Risk Management is responsible for establishing and implementing the written First Aid Program. This person has full authority to make necessary decisions to ensure the success of this program. Copies of this written program may be obtained from the office of the Department of Risk Management. If after reading this program, you find that improvements can be made, please contact the Department of Risk Management at 710-4586. We encourage all suggestions because we are committed to the success of this program.

**Appendices**

Appendix 1 - First Aid Kit Suggested Supply Lists

Appendix 2 - Automated External Defibrillator (AED) Locations

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**Appendix 1****First Aid Kit Suggested Supply Lists**

It is recommended that all university departments maintain adequate first aid kits in convenient and accessible locations. Appropriate kit supplies should be chosen based on work place hazards in each area, as well as the knowledge and training of employee's in that area. Some operations may require more extensive first aid kits than recommended here. Kits may contain items in addition to those on this list, and individual items should always be replenished as they are used.

<b>Minimum Contents</b>	<b>Small Kit</b>	<b>Large Kit</b>	<b>First Responder Kit</b>
Absorbent Compress	1	1	1
Adhesive Bandages (1" x 3")	16	20	20
Adhesive Tape (3/8" x 5 yd.)	2 rolls (1/2" x 2&1/2 yd.)	1 roll (1/2" x 5 yd.)	1 roll (1/2" x 5 yd.)
Antiseptic (0.5 g applications)	10 wipes	10 wipes	10 wipes
Burn Treatment (0.5 g applications)	6	6	6
Sterile Pads (3" x 3")	4	10	10
Triangular Bandage (40" x 40" x 56")	1	1	1
Medical Exam Gloves (large)	2 pair	2 pair	3 pair
Waste Bag (6" x 8" plastic Ziploc)	-	-	1
Biohazard Label (1" x 3")	-	-	1
CPR Pocket Mask	-	-	1

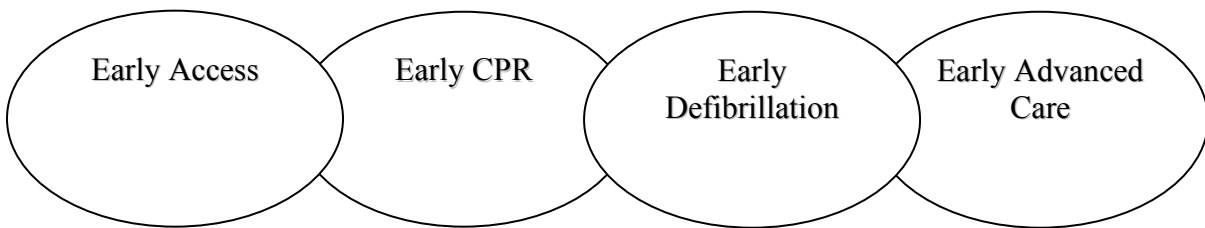
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**Appendix 2****Automated External Defibrillator (AED) Locations**

Baylor University provides a medical emergency response that includes cardiopulmonary resuscitation (CPR) and emergency defibrillation. The goal of the early defibrillation program is to participate actively in the Chain of Survival, illustrated below, by providing early defibrillation to any victim of sudden cardiac arrest (SCA) on our campus, within four minutes of witnessed collapse or discovery of the victim.

*Figure 1. Chain of Survival*



AEDs are located on the campus of Baylor University at the following locations:

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|---|---|
| 1. Robinson Tower – 1 <sup>st</sup> Floor | 24. Armstrong-Browning Library                    |
| 2. Robinson Tower – 4 <sup>th</sup> Floor | 25. Baylor Police Patrol Car #3                   |
| 3. Hughes – Dillard Alumni Center         | 26. Baylor Police Patrol Car #4                   |
| 4. Tennis Complex                         | 27. Baylor Police Patrol Car #5                   |
| 5. Baylor Ballpark – Ferrell Field        | 28. Baylor Police Patrol Car #6                   |
| 6. Bill Daniel Student Center             | 29. Baylor Police Patrol Car #7                   |
| 7. Ferrell Center NE                      | 30. Baylor Police Patrol Car #8                   |
| 8. Ferrell Center SW                      | 31. Risk Management Office                        |
| 9. Ferrell Center (near training room)    | 32. Moody Library                                 |
| 10. Ferrell Center (Practice Facility)    | 33. Jones Library                                 |
| 11. Athletics Portable Unit               | 34. Neill Morris                                  |
| 12. Floyd Casey Stadium N. End Zone       | 35. Mayborn Museum – Front Entrance               |
| 13. Floyd Casey Stadium W. Grandstand     | 36. Mayborn Museum – Second Floor                 |
| 14. McMullen-Connally Dinning             | 37. Wiethorn Visitors Center                      |
| 15. Hooper-Schaefer Fine Arts Center      | 38. Baylor Science Building 1 <sup>st</sup> Floor |
| 16. Marrs McLean Gym (HHPR)               | 39. Baylor Science Building 3 <sup>rd</sup> Floor |
| 17. McCrary Music Building                | 40. Baylor Science Building 4 <sup>th</sup> Floor |
| 18. SLC – Student Lounge Area             | 41. Law School – First Floor                      |
| 19. SLC – Workout Room                    | 42. Law School – Second Floor                     |
| 20. SLC – Health Center                   | 43. Law School – Third Floor                      |
| 21. Penland Dinning Facility              | 44. Hankamer 1 <sup>st</sup> Floor (Main Lobby)   |
| 22. Truett Seminary                       | 45. Hankamer 3 <sup>rd</sup> Floor                |
| 23. Waco Hall                             | 46. Hankamer 5 <sup>th</sup> Floor                |

Formulated:

Revised: 01/08/09