

First Aid, CPR and AED Program

Purpose and Scope

The purpose of the First Aid, CPR and AED Program is to provide guidance to departments in determining when First Aid, Cardiopulmonary Resuscitation (CPR), and External Defibrillator (AED) training is required for their employees and to ensure that adequate first aid supplies and equipment are readily available.

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

Responsibilities

Environmental Health and Safety

- Developing and reviewing the First Aid, CPR and AED Program.
- Maintaining training records for employees.
- Assisting departments in the selection of first aid kits, AEDs, and training service providers.

Departments

- Ensuring employees who are required to provide First Aid, CPR or AED response are trained by a designated service provider.
- Ensuring first aid kits are stored in convenient and accessible locations and maintained with adequate supplies.
- Maintaining training records for all employees who are required to complete First Aid/CPR/AED training and providing documentation to EHS.

Employees

- Complying with this program.
- Attending trainings as required.

Good Samaritan

- According to Title 42 a "Good Samaritan" is any person, including an emergency response provider, whether or not trained to practice medicine, who in good faith renders emergency care, treatment, first aid or rescue at the scene of an emergency event or crime or who moves the person receiving such care, first aid or rescue to a hospital or other place of medical care shall not be liable for any civil damages as a result of rendering such care, except in any act or omission intentionally designed to harm or any grossly negligent acts or omissions which result in harm to the person receiving emergency care or being moved to a hospital or other place of medical care.

Procedures

First Aid Kit Requirements and Procedures

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:

- Facilities and/or Physical Plant maintenance and shop areas
- Fine Arts
- Residential Life Services
- Athletics
- Student Recreation
- Public Safety
- Instructional and research laboratories

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.

First aid kits are intended for self-use by employees, use by employees who are trained in administering first aid, and 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.

First Aid Kit Supply

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

All charges or costs to purchase kits and supplies have been decentralized to each department. The University purchasing system or purchasing card may be used to order an initial first aid kit and supplemental supplies as needed.

First aid kits shall be created based on the needs of the department and guidance regarding its content, location and potential use of the medical supplies is available from EHS. If there is a specialized need for a first aid kit or supplies, such as for use in the field or in a vehicle, EHS can help you choose an appropriate kit or supplies, and if needed obtain the necessary physician approval.

No first aid kit purchased with university funds shall contain any oral or topical substance for use in the delivery of first aid, the purchase of prepackaged kits that may contain these items shall require the removal of such medication or substance(s). When possible, such substances shall be eliminated from the kits prior to purchasing. In cases where a kit is purchased with such substances, they shall be forfeited to EHS for proper disposal. EHS may conduct periodic inspections of first aid kits and will remove any unauthorized items.

Each work environment is unique, and 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.

Appropriate supplies and equipment which may be purchased and maintained in university funded first aid kits may include, but are not limited to:

- Adhesive Bandages – Band-Aids (various sizes)
- Knuckle Bands
- Fingertip Bandage
- Bandage scissors
- Cotton
- Gauze Pads (4" x 4"), (3" x 3")
- Ice Packs (chemical) (or use Ziploc bags if ice is available)
- Non Latex Medical Gloves
- Buffered Eye Wash
- 1" Medical Tape
- Antiseptic Towelettes
- Roller Gauze (1"-3" available)
- Triangular Bandages
- Elastic Bandages (Ace wrap)
- Gauze Bandages (self-adhering)
- Pocket Mask (for CPR)*

First Aid Kit Location

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

- Post a “first aid kit/supplies” sign near the location of the first aid kit and supplies.
- Indicate exact locations of first aid supplies in department’s Emergency Action Plan.
- Identify the individuals responsible for maintaining first aid supplies, including stocking and checking expiration dates.

Bloodborne Pathogens 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. Employees who administer first-aid or other medical assistance as part of their assigned job duties are included in the University’s Bloodborne Pathogens Exposure Control Plan.

Any employee exposed to human blood or body fluids during the administration of first aid or other medical assistance in the workplace should be referred to the Occupational Health Center for post-exposure evaluation.

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. If the injury occurs after normal working hours or immediate medical assistance is required, call the WCU Public Safety dispatch for ambulance assistance. If further medical assistance is needed, it shall be reported in accordance with the applicable HR Policy.

Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED’s)

Department or Administrative Unit

Prior to the purchase and/or placement of an AED, the Department and/or Administrative Unit must submit a “Plan” for approval by EHS that addressed the following issues;

- Placement of the AED within the facility
- The name of the person who will be responsible for oversight of the “Plan” for that department or Administrative Unit.
- The maintenance plan for the AED. Pads and batteries have a shelf life and will need to be replaced every few years based on manufacturer’s recommendations.
- The plan to provide internal training for staff in the use of AED devices.

Post readily visible signs at appropriate building locations that specify the location of the AED.

Ensure compliance with all components of the plan.

Submit an updated plan to EHS whenever any substantial changes are made to the original plan after initial implementation. Changes that would require an update would include but are not limited to;

- Removing an AED from service
- Substantial change to the location of the AED
- Placement of additional AED’s

Placement Requirements

- AED's should be visible to everyone.
- AED cabinets help deter theft and allow AED's to be visible.
- AED's should not be locked up in a drawer or office. Regular inspections are critical to assure AED readiness.
- AED's should be placed near a recognized hazard, building entrance and/or a landline phone for calling 911.
- AED's should be centrally located within the highest risk and most concentrated population area and near trained rescuers.
- AED's should be placed well within 3 minutes of anywhere within the facility. (That means 1.5 minutes to the device and 1.5 minutes back).

Approved Equipment

The university has established the required standard for AED equipment that will be purchased for use on campus. All AED purchases will follow these standards;

<i>AED</i>	<i>Philips HeartStart Onsite AED</i>	<i>M5066A</i>
<i>Adult Pads</i>	<i>Philips HeartStart Onsite Adult Pads</i>	<i>M5071A</i>
<i>Infant/Child Pads</i>	<i>Philips HeartStart Onsite Infant/Child Pads</i>	<i>M5072A</i>
<i>Batteries</i>	<i>Philips HeartStart Onsite FRx battery</i>	<i>M5070A</i>
<i>Cabinet</i>	<i>Wall Mount</i>	<i>PFE7024D</i>
<i>Cabinet</i>	<i>Recessed</i>	<i>PFE7023D</i>
<i>Case</i>	<i>Standard Carrying Case</i>	<i>OPTC01</i>
<i>Signage</i>	<i>AED Wall Sign</i>	<i>M3858A</i>

Training

First Aid/CPR/AED Training

It is recommended that at least one person from each high risk department (see section 4.1.2.), 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.

Record Keeping

Each employee who completes training will receive a certificate which serves as documentation. Please keep a copy for yourself, submit a copy to manager/supervisors and EHS to be kept on file.

References

- Those who use Automatic External Defibrillation Devices in an attempt to help a person who is believed to be in cardiac arrest are protected under Pennsylvania Statute. 42 Pa.C.S. subsection 8331.2 specifies Good Samaritan civil immunity for the use of Automated External Defibrillators and 42 Pa.C.S. subsection 8332 specifies nonmedical Good Samaritan civil immunity.
- 29 CFR 1910.151 Appendix A
- 29 CFR 1910.1030

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