

I. Purpose/Scope

Departments are responsible for stocking first aid kits in their areas. KSU Environmental Health and Safety (EHS) has adopted the voluntary guidelines established by the American National Standard Institute, (ANSI Z308.1-2015) Minimum Requirements for Workplace First Aid Kits and Supplies. This standard establishes minimum requirements for first aid kits and their supplies that are intended for use in various work environments.

EHS recommends first aid kits be in the main office of each department and in high hazard areas such as laboratories and mechanical shops. Each kit shall be in an area that is easily accessible and visibly marked as a place where first aid supplies are located. To ensure immediate access to first aid supplies, it is recommended that first aid kits not be locked.

II. First Aid Kit Supplies

The contents of first aid kits are intended to provide a basic range of products to deal with most common types of injuries encountered in the workplace including: major wounds, minor wounds (cuts and abrasions), minor burns and eye injuries. Table 1 provides a list of recommended first aid kit supplies and minimum quantities.

Table 1. Recommended First Aid Kit Supplies and Minimum Quantities

First Aid Supply	Minimum Quantity	Minimum Size or Volume	
		(US)	(metric)
Adhesive Bandage	16	1 x 3 in.	2.5 x 7.5 cm
Adhesive Tape	1	2.5 yd (total)	2.3 m
Antibiotic Application	10	1/57 oz	0.5 g
Antiseptic	10	1/57 oz	0.5 g
Breathing Barrier	1		
Burn Dressing (gel soaked)	1	4 x 4 in.	10x10cm
Burn Treatment	10	1/32 oz	0.9 g
Cold Pack	1	4 x 5 in.	10 x 12.5 cm
Eye Covering, with means of attachment	2	2.9 sq. in.	19 sq. cm
Eye/Skin Wash	1 fl oz		29.6ml
Hand Sanitizer	6	1/32 oz	0.9 g
Medical Exam Gloves	2 pair	N/A	N/A
Roller Bandage - 2 inch	1	2 in. x 4 yd	5 cm x 3.66 m
Scissors	1	N/A	N/A
Sterile pad	2	3 x 3 in.	7.5 x 7.5 cm

Trauma pad	2	5 x 9 in.	12.7 x 22.9 cm
Triangular Bandage	1	40 x 40 x 56 in.	101 x 101 x 142 cm
First Aid Guide	1	N/A	N/A

Kansas State University does not allow analgesics (pain reliever/fever reducer) or other oral medications, such as cold remedies and antacids to be put in first aid kits.

EHS recognizes that each work environment is unique and recommends customizing first aid kits with supplemental supplies when applicable to suit specific hazards in your workplace. The selection of such items can be identified by requesting recommendations from employees that are competent in first aid and cognizant of the specific hazards in the workplace or contact EHS for assistance. Table 2 lists some examples of supplemental first aid supplies.

Table 2. Supplemental First Aid Supplies for Consideration – Applicable Environments

First Aid Supply	Purpose
Hemostatic agent	For individuals with compromised clotting or uncontrollable bleeding
Electrolyte replacement	Heat-stress related injuries
Glucose replacement	Diabetic or hypoglycemic episodes
Hydrocortisone	Itchiness and skin-related reactions including rashes
Antihistamine	Allergic reactions
Foil blanket	Treat shock and/or cold-stress related injuries

III. First Aid Guide

The inclusion of a first aid guide in a first aid kit is required by the manufacturer per the ANSI/ISEA Z308.1-2015 standard. At a minimum, the information below shall be included in the guide. The manner in which such information is conveyed is left to the discretion of the manufacturer.

This kit meets the ANSI/ISEA Z308.1-2015 standard. It contains first aid products which meet performance specifications detailed in the standard at the below required minimum fill. It will continue to be compliant only when maintained with products that meet the standard at specified quantities.

Required Minimum Fill	1 Eye/Skin Wash 1 fl oz total
16 Adhesive Bandage 1 x 3 in.	1 First Aid Guide
1 Adhesive Tape 2.5 yd (total)	6 Hand Sanitizer 1/32 oz
10 Antibiotic Application 1/57 oz	2 Medical Exam Gloves (2 pair)
10 Antiseptic 1/57 oz	1 Roller Bandage 2 in. x 4 yd
1 Breathing Barrier	1 Scissors
1 Burn Dressing (gel soaked) 4 x 4 in.	1 Sterile pad 3 x 3 in.
10 Burn Treatment 1/32 oz	2 Trauma pad 5 x 9 in.
1 Cold Pack 4 x 5 in.	1 Triangular Bandage 40 x 40 x 56 in.
2 Eye Covering w/means of attachment 2.9 sq. in.	

The described kit may be suitable for some businesses. However, the adequacy of the contents for hazards of each work environment should always be evaluated by competent personnel. Kits should be inspected frequently to ensure the completeness and usability of all first aid supplies. Any supply beyond its marked expiration date should be discarded and replaced. For a variety of operations, employers may find that additional first aid supplies and kits are needed.

IV. Ongoing Maintenance of First Aid Kits

First aid kits should be frequently inspected to ensure the completeness and usable condition of supplies to maintain compliance with this standard. Any supply beyond its marked expiration date should be replaced.

V. Questions

Direct questions to EHS by phone: 785-532-5856 or email: safety@ksu.edu