City of Crystal Lake
Department of Public Works
First Aid Kit Policy

Original Date: 1-1-2006
Revised Date: 12-15-2020
Approved Date: 12-19-2024
Approved By: M. Magnuson

Next Required Review Date: 12-19-2026

PURPOSE

This policy establishes guidelines for First Aid Kit responsibilities, inspection procedures, training, and review.

RESPONSIBILITIES

Management

- Provide accessible first aid kits in determined City facilities and City vehicles.
- Maintain a monthly inspection and annual maintenance program
- Provide replacement first aid items as indicated through use and monthly inspections
- Ensure compliance with this policy

Employees

- Immediately report missing or utilized items from First Aid Kits to a Supervisor
- Report out of date items to a Supervisor and remove the items from the First Aid Kit
- Report First Aid Kit in need of repair, replacement, or restocking
- Ensure compliance with monthly inspections
- Ensure access to First Aid Kits are obstruction free

SCOPE

First Aid Kits are not intended to replace professional Emergency Medical Services (EMS). Rather, these kits allow individuals to treat themselves and /or their co-workers for minor medical incidents. Any medical emergency which involves loss of consciousness, profuse bleeding, possible broken bones, head or neck injuries, serious burns, cardiovascular distress, or any other serious injury or illness should be immediately dealt with by dialing 911 from any telephone.

No equipment or technique should be used or applied unless the first aider has specific training and /or experience.

First Aid Kit purchased by the City of Crystal Lake shall not contain any oral or inhaled medications for use in the delivery of first aid. Such medications shall be eliminated from the kits prior to purchasing.

FIRST AID KITS INSPECTION PROCEDURES

Facility Wall Mounted Kits:

- Division Supervisors will assign a designated employee(s) to conduct monthly inspections of First Aid Kits in order to evaluate for the following:
    - Proper mount and noted locations
    - Evidence of damage
    - Current inventory
    - Expiration dates
- If inventories are low, additional supplies shall be obtained/ordered and placed in First Aid Kit
- Initial and date inspection log, and save the completed form to: Public Works Drive\Safety & IRMA\Facility Inspections\First Aid\Completed First Aid Usage Logs

Vehicle Kits:

- Division Supervisors will assign a designated employee(s) to conduct monthly inspections of vehicle stored First Aid Kits in order to evaluate for the following:
    - Properly located and accessible in vehicle
    - Evidence of damage
    - Current inventory (Only if the original seal has been broken)
    - Expiration date (Record the expiration date on the monthly inspection form)
- If inventories are low, kit is damaged, or kit is expired, employee will notify their supervisor or an administrative assistant to obtain/order more supplies/kit
- Initial and date inspection log

TRAINING

All new City of Crystal Lake Public Works Department employees shall receive First Aid training and orientation covering the locations and use of First Aid Kits.

POLICY REVIEW

The City of Crystal Lake Public Works Department will review the First Aid Kit Policy on a 2-year cycle and update the policy as needed.