First Aid Kit Keeping 101

By: The Health Office of Honolulu Community College
Summer 2016
1. Introduction
2. First Aid Kit Basics
3. Quarterly Checks
4. Placing an Order
5. Contents of Kits
1. INTRODUCTION

It is important to keep First Aid kits organized and well stocked so they are “ready to go” in case of an emergency.

The Health Office is in the process of changing First Aid Kit procedures to make it easier for you.

- New forms (checklists, sign-off sheet)
- Online ordering & quarterly checks
  - tinyurl.com/hcc-first-aid-kit
- Updated website
  - http://www.honolulu.hawaii.edu/firstaidkits
2. BASICS: First Aid Kit Location

- Your First Aid Kit must be mounted (36” minimum and 48” maximum height) and easily accessible.
- It must be in a clear area, with nothing blocking its access point.
- Kit must be wheelchair accessible.
- Kits are centrally located and are not in every office.
- When placing kits: be aware kits have been stolen in the past.
BASICS: Signage

- “First Aid Kit Inside” sign: to be placed outside the kit’s location.

- “First Aid Kit” sign: to be above the kit

- “Emergency 911 poster”: should be placed near the first aid kit.
3. QUARTERLY CHECKS

DUE in FEB., MAY, AUG. & NOV.

tinyurl.com/hcc-first-aid-kit.com

- Quarterly checks can be completed online or in hard copy.
- Use the First Aid Kit Checklists to check your First Aid Kit.
- Checklists should be placed within every kit and will be available online on the HCC website.
- First Aid Kit Checklists lists the items that should be contained within your kit.
- Quarterly Checks required, however we advise checking your First Aid Kits monthly.
First Aid Kit QUARTERLY CHECK & ORDER FORM

MAHALO for your efforts in caring for and updating your first aid kits. Your time is truly appreciated!

Kit caretakers are required to check the contents of their first aid kits quarterly (FEB, MAY, AUG, AND Nov.). Included with your First Aid Kit is a sign-off sheet, this is for your convenience and is not checked by the Health Office. Please fill out this form and submit it during your quarterly check. If you wish to fill out a hard copy of your quarterly check, please contact the Health Office.

MAHALO!
* Required

Date: 
m/d/yyyy

What is your kit number? *
If kit number is not known, please put unknown and email the Health Office at hccfirstaid@hawaii.edu and we will provide you with your kit number and a sticker to place on the front of your kit.

Name? *

Email? *

Any questions or concerns OR if any kit information (i.e. caretaker or kit location) has recently changed, please indicate it here:
please give detailed information regarding any changes

Are you performing a quarterly check OR placing an order ONLY? *
- QUARTERLY CHECK which may or may not include placing an order
- PLACING AN ORDER only

[Submit]
4. PLACING AN ORDER
tinyurl.com/hcc-first-aid-kit.com

- Ordering refill items can be easily done online at:
  tinyurl.com/hcc-first-aid-kit.com
- **Hard Copy Refill forms** may also be submitted to the Health Office or through our mailbox.
  - Hard copy forms available on the HCC website
- Ordered items will be placed in your mailbox, unless instructed otherwise.

PLEASE PILOT TEST OUR NEW FORM
5. CONTENTS OF KIT: Tips

- A First Aid Kit should be kept **neat, organized, and up to date**.
- Beneficial to have **items within the First Aid Kit in the same order they are listed on the First Aid Kit Checklist (if possible)**.
  - Makes checking the First Aid Kit easier for YOU.
CONTENTS OF KIT: Items

- Within each kit:
  - First Aid Kit Checklist: lists items & quantity in each kit.
  - First Aid Kit Inspection sign-off sheet (for your convenience)
  - First Aid Kit order form

- Pictures of KIT items can be found on the HCC website

- Note: Some items may have an expiration date.

- Note: When checking items, insure they are in a useable condition and the integrity of the product has not been compromised.

- Using your Checklist we will now go over the items within the kit.....
First Aid & CPR course

- FOR THOSE: interested in learning more about the items within the kit and how to administer First Aid
- Course may be offered this summer: depending on number of interested individuals
  - Must meet a minimum requirement for number of participants
  - Course generally costs $20-40
  - Attendance must be approved by your supervisor
We hope the new process is easier than before.

We welcome suggestions for improvements!

Email the health office at hcchlth@hawaii.edu