

**Title 5:
Chapter 4:**

**Health and Safety
First Aid**

05-04-01 Introduction

- a) The Library provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however minor, shall be treated to prevent infection.

05-04-02 First Aid

- a) Employees should report all injuries to their supervisor no matter how insignificant it may seem at the time. As first aid supplies are used replacements should be requested. The Library Director or his/her designee shall ensure that all first aid kits are inspected and restocked on quarterly basis, after supplies are removed, or suitable method to ensure kits have been stocked and unaltered since last use. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the Library.

P-05-03-03 Procedures

a) **Medical Assistance In Case of Serious Injury**

1. Dial 911 immediately.
2. Notify supervisor as soon as reasonably possible. Supervisor will fill out an incident report.
3. Never move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury. Transport of the victim should be done by emergency personnel.
4. Keep the injured party as comfortable as possible.
5. If needed, staff that are trained and comfortable doing so, should perform CPR or use the AED as appropriate.
6. Keep onlookers away from the injured, and ensure the scene is safe and secure to prevent further injuries.
7. If the injury involves blood, apply Blood Borne Pathogen plan procedures.