

Medical and First Aid

Purpose

The purpose of this section is to describe the means by which Carroll Community College will attempt to ensure the prompt first aid treatment for injured and/or ill employees, students, and members of the general community while on the College campus. The outcome of occupational injuries depends not only on the severity of the injury, but also the rendering of first aid care. Prompt, properly administered, first aid care can mean the difference between life and death, rapid recovery, or permanent disability.

Definitions

1. Blood – human blood, human blood components, and products made from human blood.
2. First Aid – the immediate care given to an injured or suddenly ill person. It consists only of furnishing temporary assistance until competent medical care, if needed, is obtained, or until the chance for recovery without medical care is assured.
3. First Aid Volunteers – a trained employee volunteer who serves a role in events of all sizes and levels of urgency involving medical need due to illness or injury.
4. Occupational Exposure – reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duty.
5. Other Potentially Infectious Material (OPIM) – includes the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

References

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| ANSI Z308.1 | Minimum Requirements for Workplace First Aid Kits |
| 29 CFR 1910.151 | Medical and First Aid |

Procedures

1. General Requirements:

- a. Management will ensure the availability of medical personnel for advice and consultation on matters of occupational health.
- b. In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or person(s) shall be adequately trained to render first aid.
- c. A communication system for contacting necessary ambulance service, shall be provided.
- d. Where the eyes or body of any person may potentially be exposed to injuries resulting from corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.
- e. Evaluate conditions at each workplace to ensure that first aid supplies are adequate and meet anticipated needs.
- f. Administer only minor first aid at the work sites, except in the case of dire emergencies or where loss of life is imminent.
- g. First Aid and CPR/AED certification, and the rendering of first aid care, is part of various employee's job assignments or duties. Any other First Aid Volunteer employee, trained in First Aid and CPR/AED, is encouraged to provide first aid to other employees in need.

2. First Aid Supplies:

- a. The Office of Facilities Management is responsible for the type, amount, and maintenance of first aid supplies to be included in First Aid Kits.
- b. A list of First Aid Kit locations is maintained on the College portal, by the Senior Manager of Facilities Safety, Compliance, and Training.

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- c. First Aid Kits shall be kept in all college vehicles and in all Public Access Stations (Trauma Stations).
 - d. First Aid Kits shall be issued only to each First Aid Volunteer completing all required trainings.
 - e. Each First Aid Kit shall consist of materials approved by the Office of Facilities Management and Office of Risk Management.
 - f. Contents of First Aid Kits shall be checked no less than quarterly by each First Aid Volunteer to ensure adequate supplies are available. First Aid Kits not assigned to a First Aid Volunteer shall be checked no less than quarterly by the Senior Manager of Facilities Safety, Compliance, and Training, or their designee.
3. First Aid / CPR / AED Training:
- a. At a minimum, employees performing CPR/AED and First Aid shall follow the requirements as mandated by the American Heart Association and the Maryland Institute for Emergency Medical Services Systems (MIEMSS) requirements of an AED facility.
 - b. First Aid / CPR / AED certification training is required of any employee who is expected or authorized to render care based on their job description or volunteer status. Carroll Community College reserves the right to require this certification to be renewed annually.
4. Bloodborne Pathogens Training:
- a. Carroll Community College recognizes that some employees could potentially be at risk of exposure to bloodborne pathogens. It is the intent and commitment of the College to implement proper controls to reduce the risk of employee exposure to blood and other potentially infectious materials (OPIM), thus reducing the risk of exposure to bloodborne pathogens.
 - b. The College's Exposure Control Plan details all information related to Bloodborne Pathogens and associated training. The plan is maintained on the College portal, by the Senior Manager of Facilities, Compliance, and Training, at the following link:
[https://carrollcc.sharepoint.com/Departments/Administration/AdminProcMan/Pages/Bloodborne-Pathogen-Exposure%20Control%20Plan%20\(ECP\).aspx](https://carrollcc.sharepoint.com/Departments/Administration/AdminProcMan/Pages/Bloodborne-Pathogen-Exposure%20Control%20Plan%20(ECP).aspx)

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- c. Carroll Community College is required to offer a training program to all employees who have occupational exposure to bloodborne pathogens. The training is offered at no cost to employees and during working hours. The training shall be provided at the time of initial assignment to tasks where occupational exposure may take place; thereafter, mandatory training will be conducted annually. Additional training shall be offered when a change in technology or an amendment to the standard occurs that directly affects work procedures, when a new occupational exposure is created by a modification of task, or when an exposure incident indicates the need for repeated training.
- d. The training program shall be coordinated by the Senior Manager of Facilities, Compliance, and Training, who shall ensure that the subject matter covered by the elements in the training program relate to Carroll Community College.

Training

Carroll Community College will train employees in blood borne pathogen safety and AED/CPR/First Aid procedures applicable to both their job and their on-campus volunteer duties. This training shall be completed before an employee performs related tasks and shall be conducted by a person competent in the subject matter. The training will be refreshed at intervals stipulated by the current and applicable OSHA standard.

All third-party contractors are responsible to ensure their employees are trained, certified, and/or licensed as required by the industry standards and all applicable OSHA standards related to the scope of work.

Record Keeping and Certification

1. Safety Training records for Carroll Community College employees shall include the following:
 - a. Names of training attendees.
 - b. The dates of the training sessions.
 - c. The contents or a summary of the training sessions.
 - d. The name(s) and title(s) of person(s) conducting the training sessions.
2. Safety Training records shall be maintained for a length of time in accordance with industry and OSHA standards.

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3. All third-party contractors are responsible to maintain safety training records for their employees in accordance with industry and OSHA standards.

Revision Notes:

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