

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> First Aid Kits	Number: A2215 Issue Date: 11/91
<b>Approved:</b> Roy Pederson	<b>Initiating Department:</b> Risk Management	

#### **A. Purpose**

To ensure that all County agencies and departments have first aid supplies readily available to their employees.

#### **B. Policy**

Elected officials and department directors should provide for the appropriate number and types of first aid kits, as recommended for their agency or department by the Risk Management Department.

#### **C. Authority and Responsibility**

Elected officials and department directors should include funding for acquisition and restocking of first aid kits in their agency or department budget.

#### **D. Procedures**

1. Risk Management will evaluate and recommend the type and location of first aid kits to be placed in County agencies or departments.
2. The elected official or department director should provide for the implementation of these recommended first aid kits.
3. Risk Management will inspect first aid kits on occasion to ensure that supplies are being replaced and updated as needed.
4. Risk Management will provide for first aid training as requested.