



Albany Public Library

www.albanypubliclibrary.org

FIRST AID POLICY

PURPOSE:

Albany Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the library.

POLICY:

In the event an individual is injured on premises, first aid kits (see addendum A for contents) are available for them to treat their own injuries. In the event of a serious injury, 911 or medical response will be summoned. No employee is required to treat another's wounds. However, in the event "Good Samaritan" assistance is rendered, barrier protection is available in the first aid kits. The employer is not responsible for any exposure to blood or body fluids that the "Good Samaritan" may incur.

For any injury occurring on premises, an incident report (located on the staff intranet) must be completed immediately.

RESPONSIBILITY:

Responsibility for adherence to this policy falls to each employee with the oversight of the Facilities Manager.

PROCEDURE:

As stated above.

APPROVED/REVIEWED

Adopted: July 2014

Reviewed: July 2016

Amended: October 2021

ADDENDUM A

First Aid Kit Supplies Minimum Stock

Alcohol Pads

Band Aids

Gauze

First Aid Guide

Antibiotic Ointment

Burn Ointment

Tape

Elastic Bandage

Gloves

Tweezers

Scissors

Cold Pack

Each kit handles a minimum of 25 people.

Each kit is checked by the Branch Manager or a designee on the first of every month and ordered for replenishments are submitted to the Facilities Manager.

Kits conform to ANSI standards.