



FIRST AID SUPPLIES AND PROTOCOL

First Aid supplies are made available in each building at BRCC locations to administer treatment for minor injuries/illnesses in the event of emergencies. All First Aid supplies are stocked and serviced by Cintas (contractor of the College) and set up in various areas of the College. Only medications found in the first aid kits *provided by the contractor* may be dispensed when needed.

PROCEDURES

The procedure to refill first aid supplies and/or AED supplies is as follows:

1. First aid supplies at the College are re-stocked as needed, however, if the first aid supplies are low, or expired, Site Administrators/Program Managers/ Instructors are to contact the EHS Department when observed. EHS will contact Cintas for services to facilitate the request.
2. Cintas will refill supplies at the specified Site after receiving the request from EHS.
3. Upon completion of services rendered, the Site Administrator/Program Manager/Instructor shall sign the service ticket, scan the document, and provide a copy to the EHS Department (*via e-mail*).
4. Upon receipt of the service ticket, EHS enters a requisition for services rendered.
5. Once an invoice from Cintas is received by the EHS Department it will be signed with a statement approving payment and the associated purchase order number and forwarded to the accounts payable department. (*if invoices are received by the department or Site Administrators he/she should forwarded to the EHS Department to process payment*)
6. Please contact the EHS Department below if you have any questions and/or concerns or if additional first-aid kits/AED supplies are needed in your area or department. For emergencies, please contact Campus Police at 225.216.8888 or 225.216.8001.

Environmental Health & Safety's Contact Information

EHS Email Account: environmentalsafety@mybrcc.edu

Teresa Naquin, Manager of EHS

Email: naquint@mybrcc.edu

Cell: 225.910.3929