

Burlington Fire Department
418 Valley Street
Burlington, Iowa 52601
319-753-8396

September 8, 2009

To: Supervisory Personnel
Re: First Aid Kits

To Whom It May Concern:

There seems to be some confusion in regards to the stocking/re-stocking of each department's first aid kits.

As you know, the Fire Department ordered, stocked and distributed First Aid kits to each department in the fourth quarter of 2008. Since then we have re-stocked some department's supply of Ibuprofen, Aspirin and Tylenol many times.

For clarification purposes, these First Aid kits are for **emergency** usage only. They are not intended for continual, personal use. E.g.; an employee develops a headache, or back pain while at work, and has forgotten to bring his/her own Ibuprofen, Aspirin or Tylenol; it would then be appropriate for the employee to avail themselves of these products.

We are happy to service our fellow City of Burlington employees with these items. Please remind your employees of the intended purpose of the First Aid kits.

Any questions, please do not hesitate to contact me.

Most Sincerely,

Chief Thomas Clements
BFD