

FIRST AID KITS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1412
- RESCINDS:** Procedure Manual Item 3-1-034, dated 10/29/15 (Recertified)
- FORMS:** Inventory Documentation Sheet (Small Kit) (Attachment)
Inventory Documentation Sheet (Large Kit) (Attachment)
- PURPOSE:** To provide a tracking system to ensure access to first aid equipment in the event of an emergency. Also to provide an inventory and location system to document the contents of each medical kit and their whereabouts, as well as a method for restocking any used or expired items within the kits.

I. GENERAL INFORMATION

- A. All first aid kits shall be easily accessible to assure access to first aid and emergency services.
- B. First aid kits will be maintained in the following facilities: Juvenile Hall, Joplin Youth Center, Youth Guidance Center (YGC) and Youth Leadership Academy (YLA).
- C. First aid kits will also be maintained at all non-facility day reporting centers including the Accountability Commitment Program (ACP) site.
- D. A first aid kit shall be located in every county vehicle that is to be used for transportation purposes.
- E. A plastic tamper resistant seal will be applied on each first aid kit to provide an inventory indicator of each kit. Broken seals will indicate items have been used and require restocking.
- F. Each kit shall contain the following supplies approved of by the Health Care Agency physician:
1. Juvenile Hall will be equipped with smaller kits which will include:
 - 3 pairs medium gloves
 - 10 Band Aids (1 in. x 3 in. size) or 1 box of Band Aids (16)
 - 1 Kling (soft gauze) bandage 2 in. x 2 yards
 - 1 triangular bandage
 - 1 roll of cloth tape (1/2 in.)
 - 1 box vionex skin wipes
 - 10 non-stick pads (2 in. x 3 in.)
 - 1 pair of plastic tweezers
 - 1 pair of scissors
 - 4 eye pads
 - Eye wash 1oz.

- Rescue blanket
- 1" x 2-1/2 yd, Adhesive tape
- 4" Offset compress
- 3" x 3" pads
- 24" x 72" Gauze compress
- 1 instant cold pack
- 1 Ace bandage (2 in.)
- 2 packets of gauze (2 x 2)
- 2 packets of gauze (4 x 4)
- First Aid cream – 1 tube
- CPR shield/mask

2. Camps (including Joplin Youth Center, YGC and YLA) and all vans for Transportation Unit, all Custody Vehicles and Juvenile Court Work Program (JCWP) will be equipped with large kits which will include:

- 3 pairs medium gloves
- 10 Band Aids (1 in. x 3 in. size) or 1 box of Band Aids
- 10 knuckle Band Aids
- 1 packet small cotton balls
- 5 alcohol pads
- 3 Bacitracin ointments (individual packages)
- 1 bottle hydrogen peroxide
- 1 normal saline irrigation squirt bottle (250 ml)
- 1 bottle eye wash
- 2 eye pads
- 1 Kling bandage (4 in. x 2 yards)
- 1 Kling bandage (2 in. x 2 yards)
- 1 triangular bandage
- 1 5 x 9 inch dressing
- 1 roll of cloth tape (1/2 in.)
- 1 box antiseptic wipe
- 10 non-stick pads (2 in. x 3 in.)
- 1 pair of plastic tweezers
- 1 pair of scissors
- 2 instant cold packs
- 1 Ace bandage (2 in.)
- 1 Ace bandage (4 in.)
- 4 packets of gauze (2 x 2) or box of 6
- 4 packets of gauze (4 x 4)
- First Aid cream – 1 tube
- Insta glucose – 1 tube
- CPR shield/mask
- 1 cervical collar
- 3 tongue blades
- 1 small splint (cardboard fold-up)
- 1 writing pad
- 1 pen
- 1 pen light
- 1 roll adhesive tape
- 2 brown bags

- 2 red bags
- 1 box Sting Kill wipes (10 per box)
- * Personal inhaler (if indicated)

II. PROCEDURE

A. Juvenile Hall (19 small kits and 6 large kits)

1. Units A, I, T, Z and Y

First aid kits are to be placed behind the counter at unit desk for easy access.

2. Units B, C, G, H, J, K, M, O, Q, R, S and Court Holding.

a. First aid kits are to be placed behind the counter at unit desk.

b. When unit is outside for physical activities, etc., kits are to be taken out to the field/courts for easy access.

3. Youth escorted off-grounds by Probation staff

a. If youth with asthma go out on job training, inhalers will go out with them and shall be placed in first aid kit side pocket.

b. Upon return, staff will return inhalers to the medical unit.

c. Transporting staff are responsible for transportation procedure of inhalers for youth going out on job training.

4. Control and Security Center

a. One first aid kit will be kept in secure locations in each of these areas.

b. The four (4) Custody Vehicles shall each have a large kit.

5. One (1) large kit shall be placed in the Kitchen in the Chief Cook's Office.

6. One (1) large kit shall be placed in the Supply area in the Storekeeper's Office.

B. Camps

1. Joplin Youth Center (8 large kits)

a. 3 First aid kits are to be placed in the dormitory - one at the control station, one in the staff break room and one in the SJCO hallway area.

b. 1 First aid kit will be assigned for each vehicle assigned to Joplin (5).

- c. First aid kits are also to be taken outside for activities, which include large muscle exercise, recreational events, etc.
2. YGC (12 large kits)
- a. First aid kits are to be placed behind the staff desk in each unit (5).
 - b. 1 First aid kit is to be located in the shop area.
 - c. 1 First aid kit shall be designated for the landscaping crews
 - d. Five (5) large kits shall be placed in each van assigned to YGC.
 - e. First aid kits are to be taken outside for activities noted in 2.c.
 - f. If youth with asthma go outside for recreational activities, work crews, etc., youth's inhalers are to be placed in first aid kit side pocket.
 - g. Upon return to unit, inhalers are to be placed back in medical cabinet in their respective units.
 - h. Unit staffs are responsible for inhaler transportation procedure should youth with asthma go off-grounds for field trips or any off-grounds activity.
3. YLA (3 large kits)
- a. First aid kits are to be placed behind the counter in each unit at the unit desk for easy access.
 - b. When a unit is outside for physical activities and or work crew, etc., kits are to be taken out to the field/courts for ready access.
 - c. When taking youth off site, youth with asthma must take inhalers with them and they shall be placed in first aid kit side pocket. Upon return, staff will return inhalers to the Juvenile Hall Medical Unit. Transporting DJCOs are responsible for ensuring that inhalers for youth going out on job training or field trips are obtained from the Juvenile Hall Medical Unit.
 - d. An additional first aid kit will also be located in the following areas: Administration Building and each County Vehicle assigned to YLA.
- C. Accountability Commitment Program (ACP) (4 large kits)
- 1. First aid kit is to be located at the control station. (1)
 - 2. First aid kits will be located within each transporting vehicle, within reasonable reach of transporting party to assure easy access in the event of an emergency.(3)

3. Transporting staff will ensure that tamper resistant seal is intact prior to each trip. In the event a seal is broken, staff shall inventory contents of the first aid kit and arrange to replace missing items immediately (see F.2 below).

D. Transportation Vehicles/JCWP (43 large kits)

1. A first aid kit will be stored in county vehicles used for transporting youth to and from community sites on county business.
2. If space permits, first aid kits will be located within the immediate reach of transporting party to assure easy access in the event of an emergency. In the event that space issues prohibit such placement, the kit may be placed in the trunk or rear storage area of the vehicle.
3. Transporting staff will ensure that tamper resistant seal is intact prior to each trip. In the event a seal is broken, staff shall inventory contents of the first aid kit and arrange to replace missing items immediately (see F.2 below).

E. General Community Site Procedure

1. Each site will have a first aid kit stored in staff office or control station.
2. A first aid kit will be located in any area on-site where youth congregate for school, free-time, etc. that is not in the immediate proximity to staff office or control station.
3. A first aid kit will be stored in county vehicles used for transporting youth to and from community sites on county business.
 - a. If space permits, first aid kits will be located within the immediate reach of transporting party to assure easy access in the event of an emergency. In the event that space issues prohibit such placement, the kit may be placed in the trunk or rear storage area of the vehicle.
 - b. Transporting staff will ensure that tamper resistant seal is intact prior to each trip. In the event a seal is broken, staff shall immediately notify their respective supervisor (see F.2 below).

F. Inventory Documentation and Quality Control System of First Aid Kits.

1. The unit supervisor or designee will conduct a monthly inventory of all first aid kits to verify they are in place, all required items are stocked and to check the expiration dates of all perishable materials such as Bacitracin Ointment, Albuterol inhalers, etc. The tamper-resistant seal must be replaced with a new seal after completion of this inspection.
2. When the tamper resistant seal has been broken on a first aid kit, the unit supervisor or designee shall inventory the contents of the first aid kit on an Inventory Documentation Sheet and order all supplies needing to be restocked as soon as items are used. Additional supplies may be ordered through the Juvenile Hall Storekeeper ([REDACTED]). The broken tamper

resistant seal shall be replaced with a new tamper resistant seal once all spent items have been replaced. The seals are available at the Juvenile Hall Medical Unit.

3. The unit supervisor or designee shall submit an itemized report of the supplies needing to be restocked to facility Administration Medical Unit Liaison by the 10th of each month. In the event that no supplies are needed, note "None Ordered" on the Inventory Documentation Sheet and submit it to facility Administration. A summary of the individual reports shall be completed by the Medical Unit Liaison and forwarded to the Juvenile Hall Medical on request.
4. Unit supervisors will ensure staff properly store first aid kits in their assigned locations.
5. The supervisor or designee at non-facility sites shall be responsible for monthly inventory and quality control checks of the first aid kits. The procedure for reordering supplies shall be via the Storekeeper at Juvenile Hall and will be implemented as noted in item F.2 above. Non-facility site supervisors shall also adhere to the reporting procedure as noted in F.3 above.

REFERENCES:

Procedures:	1-4-205	Building Safety
	3-1-401	Health Care Procedures
Policies:	F-10	Medical Examination and Treatment for Juveniles
	G-8	Injuries and Medical Emergencies

Attachments

J. Medina

APPROVED BY:

**INVENTORY DOCUMENTATION SHEET
Juvenile Hall /Transportation Sedans
(Small Kit)**

In Stock

Item	Yes	No	Comments	Date
3 pairs medium gloves				
10 Band Aids (1 in. x 3 in. size) or 1 box of Band Aids (16)				
1 Kling (soft gauze) bandage				
2 in. x 2 yards				
1 triangular bandage				
1 roll of cloth tape (1/2 in.)				
1 box vionex skin wipes				
10 non-stick pads (2 in. x 3 in.)				
1 pair of plastic tweezers				
1 pair of scissors				
4 eye pads				
1 Eye wash 1oz.				
1 Rescue blanket				
24" x 72" Gauze compress				
1" x 2 – ½ yd, Adhesive tape				
4" Offset compress				
3" x 3" Pads				
1 instant cold pack				
1 Ace bandage (2 in.)				
2 packets of gauze (2 x 2)				
2 packets of gauze (4 x 4)				
First Aid cream – 1 tube				
CPR shield/mask				

Unit Supervisor

Unit/Vehicle

Inventory Staff

**INVENTORY DOCUMENTATION SHEET
Juvenile Hall/ Joplin Youth Center/ YGC/ YLA/ JCWP/
Transportation and Custody Vehicles
(Large Kit)**

In Stock

Item	Yes	No	Comments	Date
3 pairs medium gloves				
10 Band Aids (1 in. x 3 in. size) or 1 box of Band Aids (16)				
10 knuckle Band Aids				
1 packet small cotton balls				
5 alcohol pads				
3 Bacitracin ointment (individual packages)				
1 bottle hydrogen peroxide				
1 normal saline irrigation squirt bottle (250 ml)				
1 bottle eye wash				
1 Kling bandage (4 in. x 2 yards)				
1 Kling bandage (2 in. x 2 yards)				
1 triangular bandage				
1 5 x 9 inch dressing				
2 instant cold packs				
1 Ace bandage (2 in.)				
1 Ace bandage (4 in.)				
1 roll of cloth tape (1/2 in.)				
1 box antiseptic wipe				
10 non-stick pads(2 in. x 3 in.)				

1 pair of plastic tweezers				
1 pair of scissors				
2 eye pads				
1 instant cold pack				
1 Ace bandage (2 in.)				
4 packets of gauze (2 x 2)				
4 packets of gauze (4 x 4)				
Insta glucose – 1 tube				
First Aid cream – 1 tube				
CPR shield/mask				
1 cervical collar				
3 tongue blades				
1 small splint (cardboard fold-up)				
1 writing pad				
1 pen				
1 pen light				
1 roll adhesive tape				
2 brown bags				
2 red bags				
1 box Sting Kill wipes (10 per box)				
* Personal inhaler (if indicated)				

Unit Supervisor

Unit/Vehicle

Inventory Staff