

**FIRST AID KITS
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Section 1412
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-034, dated 01/04/18 (Recertified)
- FORMS:** Inventory Documentation Sheet (Large Kit) (Attachment A)
- PURPOSE:** To provide a tracking system to ensure access to first aid equipment in the event of an emergency at the Youth Leadership Academy (YLA). 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 availability during first aid and emergency situations.
- B. First aid kits will be maintained in each of the YLA units, as well as the administration building.
- C. A first aid kit shall be located in every county vehicle assigned to YLA that is to be used for transportation purposes.
- D. 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.
- E. Each kit shall contain the following supplies approved of by the Health Care Agency physician:
- 3 pairs medium gloves
 - 10 Band Aids (1 in. x 3 in. size)/ or 1 box of 16 Band Aids
 - 10 knuckle Band Aids
 - 1 packet small cotton balls
 - 5 alcohol pads
 - 3 Bacitracin ointment (individual packages)
 - 1 bottle of hydrogen peroxide
 - 1 normal saline irrigation squirt bottle (250 ml)
 - 1 bottle of 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 5x9 inch dressing
 - 1 roll of cloth tape (1/2 in.)

- 1 box of antiseptic wipes
- 10 non-stick pads (2 in. x 3 in.)
- 1 pair of plastic tweezers
- 1 pair of plastic scissors
- 2 instant cold packs
- 1 Ace bandage (2 in.)
- 1 Ace bandage (4 in.)
- 4 packets of gauze (2 x 2) or one 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 of adhesive tape
- 2 brown bags
- 2 red bags
- 1 box of Sting Kill wipes (10 per box)
- *Personal inhaler (if indicated)

II. PROCEDURE

A. YLA (4 large kits)

1. YLA-1 and YLA-2

- a. First aid kits are to be placed behind the counter at unit desk for easy access.
- b. When a unit is outside for physical activities, etc., kits are to be taken out to the field/courts for ready access.
- c. First aid kits are also to be taken along during outdoors work crew activities involving a group of youth.

2. Youth escorted off-grounds by Probation staff

- a. If youth with asthma go out on job training or field trips, inhalers will go out with them and shall be placed in the first aid kit side pocket.
- b. Upon return, staff will return inhalers to the Juvenile Hall nurse.
- c. Transporting DJCOs are responsible for ensuring that inhalers for youth going out on job training or field trips are obtained from the Juvenile Hall nurse.

3. An additional first aid kit will also be located in the following areas:

- a. Administration building
- b. Each County vehicle assigned to YLA

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

1. The unit supervisor or his/her designee will conduct a monthly inventory of all first aid kits. They must verify that kits are in place and that all required items are stocked, in addition to taking inventory of the expiration dates of all perishable materials (Bacitracin Ointment, Albuteral 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 his/her designee shall inventory the contents of the first aid kit on an Inventory Documentation Sheet and order all supplies needing to be re-stocked as soon as items are used. Additional supplies may be ordered through the Juvenile Hall Supply Clerk. 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 his/her designee shall submit an itemized report of the supplies needing to be restocked to facility administration (Assistant Division Director/Division Director - 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 Unit by the 15th of each month.
4. Unit supervisors will ensure Deputy Juvenile Correctional Officers properly store first aid kits in their assigned locations.
5. The supervisor or his/her designee at non-facility sites shall be responsible for monthly inventory and quality control checks of the first aid kits. The procedure for re-ordering supplies shall be via the Juvenile Hall Supply Clerk and will be implemented as noted in item B.2 above.

REFERENCES:

Procedures:	3-1-034	First Aid Kits
	3-1-401	Health Care Procedures
Policies:	F-10	Medical Examination and Treatment for Juveniles
	G-8	Injuries and Medical Emergencies

Attachment

G. Dransfeldt

APPROVED BY:

INVENTORY DOCUMENTATION SHEET
Youth Leadership Academy
(Large Kit)

In Stock

Item	Yes	No	Comments	Date
3 pair medium gloves				
1 box of Band Aids (16) (1" x 3") /or 10 Band Aids				
10 knuckle Band Aids				
1 packet small cotton balls				
5 alcohol pads				
3 Bacitracin ointment (individual pkgs.)				
1 bottle hydrogen peroxide				
1 normal saline irrigation squirt bottle				
1 bottle eye wash				
2 eye pads				
1 Kling package (4 in x 2 yards)				
1 Kling package (2 in x 2 yards)				
1 triangular bandage				
1 5X9 inch dressing				
1 roll cloth tape (1/2")				
1 box antiseptic wipes				
10 non-stick pads (2" x 3")				
1 pair plastic tweezers				
1 pair scissors				
2 instant cold packs				
1 Ace bandage (2")				
1 Ace bandage (4")				
4 packets of gauze (2"x 2") / or 1 box of 6				
4 packets of gauze (4" x 4")				
First Aid cream – 1 tube				
Insta glucose – 1 tube				

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(Large Kit)

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)				

Supervising Juvenile Correctional Officer

Deputy Juvenile Correctional Officer