

POLICY AND PROCEDURES

NUMBER: 1302

SUBJECT: First Aid Kits

ACA STANDARDS: 4-ALDF-4C-02

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 10/01, 4/02,
12/03, 7/13



I. POLICY

The St. Louis County Department of Justice Services shall ensure that First Aid Kits are available in accessible locations to provide limited medical supplies in the event of needed medical care.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff, along with the Corrections Medicine staff are responsible for the following procedures.

III. PROCEDURES

A. First Aid Kits are located in the following sections of the Justice Center:

1. Intake
2. Bonding Window
3. Transportation Dispatch
4. Laundry Office
5. Warehouse Office
6. Kitchen Office

7. Program Services
8. Unit Control (Floors 4 - 8)
9. Dock Office
10. Armory Office
11. Information/Visiting Desk
12. Breathalyzer Room
13. Master Control
14. Staff Dining Room
15. Department Vehicles/Armory
16. Watch Commander's Office
17. Administration
18. Property Room
19. Security Checkpoint

NOTE: Only Corrections Medicine, Justice Services employees and Security Officers are permitted to distribute items from the First Aid Kits. Do not allow inmates, volunteers, or visitors access to these kits.

B. The First Aid Kits will contain, at least, the following items:

- 1. 16 each plastic adhesive strips*
- 2. 2 each fabric fingertip bandages*
- 3. 2 each fabric knuckle bandages*
- 4. 1 each triangular bandage*
- 5. 4 each 3" x 3" gauze pads*
- 6. 1 each 2" gauze pad*

- 7. 1 each *large wound bandage*
- 8. 1 each *adhesive tape ½”*
- 9. 10 each *antiseptic towelettes*
- 10. 6 each *first aid/burn cream packets*
- 11. 6 each *triple antibiotic packets*
- 12. 4 each *exam gloves*
- 13. 1 each *first aid guide]*

C. First Aid Kits in the Department vehicles/Armory will contain, at least, the following items:

- 1. 2 pair *medical gloves*
- 2. 1 roll *adhesive tape*
- 3. 20 assorted. *Band-Aids*
- 4. 1 each *instant cold pack*
- 5. 1 can *antiseptic spray for cuts*
- 6. 1 can *antiseptic spray for burns*
- 7. 1 each *2 inch X 10 yard gauze bandage*
- 8. 5 each *triple antibiotic ointment*
- 9. 2 each *4X4 gauze sponges*
- 10. 3 each *soap towelettes*
- 11. 1 each *eye stream solution*
- 12. 1 each *resuscitator mask*
- 13. 2 each *tongue depressors*
- 14. 2 each *alcohol wipes*

- D. *[Each kit is secured with a breakaway lock seal. If it is necessary to retrieve an item from the first aid kit, break the tab. Justice Services' staff is to notify medical for replacement items when the lock seal has been broken and items have been used.]*
- E. The designated Corrections Medicine staff will:
- [1. Conduct a monthly check of all first aid kits and maintain a checklist verifying the kits have been checked]*
 - [2. Restock first aid kit as necessary]*
 - 3.** Arrange the supplies in the First Aid Kit so the desired package can be quickly located.
 - 4.** Wrap materials to avoid contamination of unused portions
 - 5.** Check supplies with expiration dates to ensure the supplies have not expired.
 - 6.** Place expired supplies in a bio-hazard container for their proper removal from the Justice Center.
- [F. Kits are stamped with an expiration date and will be replaced by Justice Services before the expiration date.]*