

FIRST AID KITS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1412
- RESCINDS:** Procedure Manual Item **3-12-007**, dated **08/18/23**
- FORMS:** Inventory Documentation Sheet (Small Kit) (Attachment A)
Inventory Documentation Sheet (Large Kit) (Attachment B)
- PURPOSE:** To provide a tracking system to ensure access to first aid equipment in the event of an emergency at each juvenile facility. Also, to provide an inventory and location system to document the contents of each medical kit and its 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, Youth Guidance Center (YGC), and Youth Leadership Academy (YLA).
- C. First aid kits will also be maintained at all non-facility sites including the **Accountability Commitment Program/Youth Reporting Centers (ACP/YRC)** and Multipurpose Rehabilitation Center (MRC).
- D. A first aid kit shall be 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 (YGC and YLA), and all **county vehicles that are to be used for transportation purposes** 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)

- G. Automated external defibrillators (AED) shall be available in each juvenile facility. The facility administrator shall ensure that the device is maintained properly per manufacturer standards.
- H. Deputy **Probation** Correctional Officers (DPCOs), Supervising **Probation** Correctional Officers (SPCOs) and health care staff shall be trained to respond appropriately to emergencies requiring first aid and AED.

II. PROCEDURE

A. Juvenile Hall (**13 small and 11 large kits**)

1. Units **B, C, G, H, J, K, Q, T, Z, Y, and Court Holding**

- a. First aid kits are to be placed behind the counter at unit desk for easy access.
- b. When unit is outside for physical activities, etc., kits are to be taken out to the field/courts for easy access.

2. Control and **Transportation Unit**

- a. One first aid kit will be kept in **a secured location at control.**
- b. **JH vehicles used for transportation purposes** shall each have a large kit **(9).**

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

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

5. **Youth escorted off grounds by Probation staff**

- a. **If youth with asthma go off grounds, 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 procedures of inhalers for youth going off grounds.**

B. Camps

1. YGC (8 large kits)
 - a. First aid kits are to be placed in **each unit in** a designated place for easy access.
 - b. Five (5) large kits shall be placed in each van assigned to YGC.
 - c. First aid kits are to be taken outside for physical activities.
 - d. 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.
 - e. Upon return to unit, inhalers are to be placed back in medical cabinet in their respective units.
 - f. Unit staff are responsible for inhaler transportation procedure should youth with asthma go off grounds for field trips or any off grounds activity.
2. YLA (4 large kits)

Units YLA-1 and YLA-2

 - a. First aid kits are to be placed behind the counter at unit desk in a designated place for easy access.
 - b. When a unit is outside for physical activities, **first aid** kits are to be taken out to the field/courts for ready access.
 - c. First aid kits are also to be taken during outdoors work crew activities involving youth.
3. Youth escorted off grounds by Probation staff
 - a. If youth with asthma go **off grounds**, 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 Deputy **Probation** Correctional Officers (DPCOs) are responsible for ensuring that inhalers for youth going **off grounds** are obtained from the Juvenile Hall nurse.
4. An additional first aid kit will also be in the following areas:
 - a. Administration building
 - b. Each County vehicle assigned to YLA
5. General Information for YLA Camp Facilities

- 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 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.
6. Accountability Commitment Program/Youth Reporting Center (ACP/YRC) (13 large kits)
- a. First aid kits **will** be located in the **Multipurpose Room (MPR) and staff area office. OCDE provides first aid kits for classrooms.** (2)
 - b. First aid kits will be located within each transporting vehicle. (11)
 - c. 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 III.B below).

III. Inventory Documentation and Quality Control System of First Aid Kits for all Facilities

- A. The unit supervisor or designee will conduct a monthly inventory of all first aid kits to verify they are in **the proper location**, 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.
- B. 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 re-stocked as soon as items are used. Additional supplies may be ordered through the Juvenile Hall [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.
- C. 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 Unit on request.

- D. Unit supervisors will ensure staff properly store first aid kits in their assigned locations.
- E. 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 III., above. Non-facility site supervisors shall also adhere to the reporting procedure as noted above.

REFERENCES:

Procedures:	1-4-205	Building Safety
	3-12-001	Health Care Procedures for Probation Staff
Policies:	F-10	Medical Examination and Treatment for Juveniles
	G-8	Injuries and Medical Emergencies

Attachments

T. Duran

APPROVED BY:

INVENTORY DOCUMENTATION SHEET
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 inches 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/YGC/YLA
Transportation and Custody Vehicles
(Large Kit)

Item	In Stock		Comments	Date
	Yes	No		
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				
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