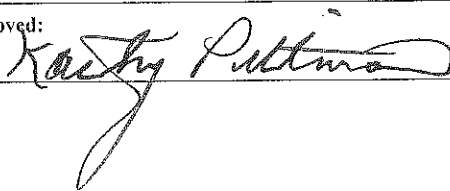


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: First Aid Kits, Spill Kits and Automated External Defibrillator (AED)		Policy Number: 5
Number of Pages: 3		Section: XI
Attachments	Related Standards & References	
First Aid and/or Spill Kit Usage Form XI.5.A First Aid/Spill Kit Inspection Record Form XI.5.B AED Unit Inspection Form XI.5C	ACA Juvenile Health Care Performance bases Standards: 4-JCF-4C-58, 4-JCF-4C-61	
Effective Date: 06/09/06 Revision Date: 03/01/07,05/07/08, 06/26/09, 05/01/11	Approved: 	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that standard procedural guidelines are established to ensure that First Aid Kits, Spill Kits and Automated External Defibrillator(s) (AED(s)) shall be available to staff. (4-JCF-4C-58)

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

None

III. PROCEDURE

A. First Aid Kits (4-JCF-4C-58)

1. The facility's medical clinic staff shall maintain First Aid Kits in the following designated locations as approved by the Health Services Coordinator:

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Intake Area ▪ Control Center ▪ Security ▪ Food Service Area ▪ Gymnasium ▪ Living units (cottages and PODs) ▪ Off campus transport vehicles | <ul style="list-style-type: none"> ▪ Maintenance Office ▪ Administration Office ▪ School Office ▪ Vocational areas ▪ Chapel ▪ Recreation Hall (if applicable) |
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- a. The facility First Aid Kit shall be locked by a snap-on lock and contain the following items as determined by the Health Authority (4-JCF-4C-58)
 - One roll of one-inch tape
 - One roll of Kling or Coban wrap
 - Two packages of 4x4's
 - Two pair latex gloves
 - CPR mask with one (1) way valve
 - First Aid and Spill kit Usage Form XI.5.A
 - No Medications shall be placed in the First Aid Kits

- b. Any First Aid Kit with a broken or missing lock shall be delivered to Medical Department staff as soon as possible.
 - i. The Nurse shall be notified when a staff member opens a First Aid Kit to provide first aid care to a youth. The staff member opens the kit shall document the usage and incident on the First Aid and Spill Kit Usage Form XI.5.A. The First aid kit and completed form shall be taken to the clinic for restocking, resealing and redistribution.
 - ii. The nurse receiving the opened/used First Aid Kit shall restock, reseal and return the kit to the appropriate location promptly. The nurse shall also complete the First Aid and Spill Kit Usage Form XI.5.A and forward to the Health Services Supervisor for review. This form shall be maintained in the Medical Department files.
 - iii. The Health Services Supervisor or designated health care professional shall be responsible for ordering first aid supplies and maintaining the kits.

B. Spill Kits (4-JCF-4C-61)

1. The facility's medical clinic staff shall maintain Spill Kits with each First Aid Kit. The Spill Kit contents shall be used when cleaning any area that has been contaminated with blood or body fluids. The contents of each Spill Kit shall include at a minimum:
 - 2 pair of latex gloves
 - 1 red biohazard bag
 - 1 package absorbent material
 - 1 plastic scoop
 - 1 pouch of disinfectant
 - First Aid and Spill Kit Usage Form XI.5.A

* Should the need arise to make a disinfectant; the dilution is one (1) part bleach to nine (9) parts water. This solution shall be labeled and cannot be kept for more than 24 hours.

2. Any Spill Kit with a broken seal shall be delivered to the Medical Department staff as soon as possible.

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- a. The staff member who opens the Spill Kit shall document the usage and incident on the First Aid and Spill Kit Usage Form XI.5.A. The completed Spill Kit usage Form and kit shall be taken to the clinic for restocking, resealing and redistribution.
- b. The nurse receiving the opened/used Spill Kit shall restock, reseal and return the kit to the appropriate location promptly. The Nurse shall also complete the First Aid and Spill Kit Usage Form XI.5.A and forward to the Health Services Supervisor for review. This form shall be maintained in the Medical Department files.

C. Inspections (4-JCF-4C-58)

1. The Health Services Supervisor, or designated staff member, shall complete a monthly inspection all First Aid and Spill Kits.
2. Documentation of the inspection shall be completed on the First Aid/Spill Kit Inspection Record Form XI.5.B.
3. These records shall be maintained on the Medical Department files.

D. Automated External Defibrillator (AED) (4-JCF- 4C-58)

1. The facility shall have at a minimum of three (3) AED units. The AED units shall be located in the following areas:
 - One (1) unit shall be located in the Main Clinic,
 - One (1) unit will be located in the Central Control Room,
 - One (1) unit will be located in Magnolia Cottage and
2. The AED units will be inspected on a monthly for battery integrity and expiration date of the monitor pads.
3. Staff Training to include protocols for use by non-medical staff. Refer to Training Policy IV.1 Training Management.

E. The Health Services Coordinator shall revise this policy as necessary.