

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 1/4/2012	NUMBER: D-28.4
	Replaces: 06/08	
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<b>FIRST AID KITS</b>		

PURPOSE: To ensure the availability of first aid kits within each facility of the Texas Department of Criminal Justice.

POLICY: Readily accessible, adequately stocked first aid kits are maintained in areas designated by the unit health authority (TTUHSC)/management team (UTMB) in conjunction with the facility administrator (Warden).

PROCEDURE:

- I. Maintenance of each first aid kit is the responsibility of the facility medical department.
  - A. After use, kits are immediately taken to the medical department for inventory and restocking. Restocked kit is to be returned to the designated site after restocking.
  - B. Each kit is checked for completeness at least monthly by the facility medical department and a record kept of these inventories.
- II. First aid kits should include, but not be limited to: roller gauze, surgical sponges, adhesive tape, disposable gloves, and disposable CPR mask kit. No drugs are to be kept in the kits.
- III. The kits should have the proper quantities and types of materials for the place where they are to be used and be easily identifiable as first aid kits. Additional supplies may be added to the kits based on specific needs. Contents of the kits will be arranged so that necessary items can be located easily. Materials will be wrapped so that unused portions do not become soiled through handling. Kits will be secured with a locking mechanism.
- IV. The facility will publish an addendum to this Policy and Procedure that specifies the location of each first aid kit on the facility and the contents required. Documentation of monthly inventories will clearly show the contents found upon inspection and the action taken to replace missing items.

Reference: ACA Standard 4-4390 (Ref. 3-4352), First Aid