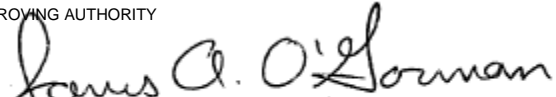
 Corrections and Community Supervision DIRECTIVE	TITLE First Aid Kits		NO. 4069
			DATE 10/05/2017
SUPERSEDES DIR# 4069 Dtd. 01/10/17	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) OSHA 1910.151; 9 NYCRR 7651.12(g); Directive #2932, #4066; ACA Standards 4-4351, 4-4390, 4-4340	APPROVING AUTHORITY 		

- I. **POLICY:** Supplies and equipment for use in giving first aid, particularly in an emergency, to staff, inmates, volunteers, or visitors shall be stocked, maintained, and positioned in each facility in accordance with this directive.
- II. **CONTENTS:** First aid supplies and equipment shall be secured within a CORCRAFT red storage/carry bag. Each bag shall include: a First Aid Kit with bandages for controlling bleeding, personal protective equipment such as gloves and barriers for performing rescue breathing during cardiopulmonary resuscitation, a Bag Valve Mask (BVM) and, depending upon location, a Bag Valve Mask for use with a child or infant. Contents of the bag and the First Aid Kit shall not be altered. Refill products for this Kit may be ordered through New York State Industry for the Disabled.

The contents of the red storage/carry bag and the contents of the First Aid Kit will be clearly labeled on the outside of each. First Aid Kits will contain the following items:

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|---|--|
| (1) 32 sq." (no smaller than 4") Absorbent Compress | (4) 3" x 3" Sterile Pads |
| (1) 3/8" x 5 yd. Adhesive Tape | (1) 40" x 40" x 56" Triangular Bandage |
| (10) Antiseptic Towelettes/Wipes | (1) CPR Pocket Mask |
| (2 PAIR) Medical Exam Gloves | (1) Ice Pack |

First Aid Kits for the outside work crews and ranges will contain the following:

- | | |
|---|----------------------------------|
| (1) CPR Pocket Mask | (2) Urea-based Large Ice Packs |
| (2) 5" x 9" Dressing | (6 PAIR) Medical Exam Gloves |
| (1) 12"x30" Trauma Dressing | (1) Biohazard Bag |
| (20) 4"x 4" Dressings | (1) Bottle Eye Wash |
| (2) 2" x 10 yd. Adhesive Tape | (20) Antiseptic Towelettes/Wipes |
| (3) 40" x 40" x 56" Triangular Bandages | (1) Antiseptic Hand Cleaner 4oz. |
| (1) Bottle Sterile Saline | (1) Quick Clot First Responder |

III. PROCEDURE

- A. Placement: At a minimum, red storage/carry bags containing First Aid Kits with BVMs shall be placed in a highly visible area in the following locations to ensure their immediate availability to all:

Administrative Areas*	Power House
Arsenal	Program Areas
Commissary	QWL*
Family Reunion Area*	Range
Food Service Areas	Secure Posts (i.e., Towers, Consoles, etc.)
Garages/Maintenance Shops	Special Housing, OB/RCTP, PSU, RMHTU, and CAR Units
Gym/Recreation Areas	Store House
Health Care Areas*	Training Areas
Housing Areas	Vehicles (all that are used off facility grounds)
Industry Areas	Vehicle Gates
Laundry	Visiting Rooms and Processing Centers*
Nursery (Bedford Hills)*	Vocational Areas
Perimeter Vehicle	Water and Sewer Treatment

and other locations as determined by the Facility Health Services Director in collaboration with the Facility Superintendent.

***Note: A child/infant BVM shall also be placed in the designated red storage/carry bag in these locations.**

- B. Accountability: Each red storage/carry bag and each First Aid Kit shall be secured with a "witness wire." During inspections, if the red storage/carry bag is intact, it shall not be opened. Whenever a First Aid Kit is opened and used, a notation will be made in the area logbook and the Kit will be immediately replenished or replaced with a new Kit and a "witness wire" affixed.

- C. Inspections: First Aid Kits and BVMs will be inspected in accordance with Directive #4066, "Facility Safety and Environmental Services Inspections," Section VI, "Inspections," utilizing the following:
1. "Daily Safety Checklist," [Form #2095](#);
 2. "Weekly Health & Safety Inspection Report," [Form #2097](#);
 3. "Monthly Safety, Environmental Services and Workplace Violence Inspection Report," [Form #2098](#); and
 4. "Operator's Vehicle Inspection," [Form #1590](#) (shall be completed in accordance with Directive #2932, "Use of State Owned Vehicles").
- D. Quality Assurance: Each facility shall establish a system to either replace or replenish contents of First Aid Kits immediately after each use. The facility's Safety and Environmental Services Committee shall ensure that the requirement of this policy is enforced at their monthly meeting.
- Note:** All First Aid Kits should be inspected monthly for expired material.
- E. Master List: A master list of the location of all First Aid Kits shall be maintained in the facility's RED Book, Section 8.5.