

 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>First Aid Kits</p>		<p>NO. 4069</p>
			<p>DATE 02/21/2024</p>
<p>SUPERSEDES</p> <p>DIR. #4069 Dtd. 07/21/22</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 3</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>OSHA 1910.151; 9 NYCRR 7651.12(g); ACA Expected Practices 5-ACI-2A-03, 5-ACI-6A-08, 5-ACI-6B-09, 2-CO-4E-01; Directives #2932, #4066</p>	<p>APPROVING AUTHORITY</p> <p><i>John North</i></p>		

I. **POLICY:** Supplies and equipment for use in giving first aid, particularly in an emergency, to staff, incarcerated individuals, 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 BVM 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 the New York State Industry for the Disabled. One Narcan kit containing two doses of intranasal Narcan will be secured inside designated facility First Aid Kits. No Narcan will be secured in First Aid Kits which are subjected to freezing temperatures (i.e., facility vehicles).

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, including expiration dates as applicable. 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) Ice Pack |
| (2) Pairs Medical Exam Gloves | |

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

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|---|-----------------------------------|
| (2) 5" x 9" Dressing | (2) Urea-based Large Ice Packs |
| (1) 12" x 30" Trauma Dressing | (6) Pairs Medical Exam Gloves |
| (20) 4" x 4" Dressings | (1) Biohazard Bag |
| (2) 2" x 10 yd. Adhesive Tape | (1) Bottle Eye Wash |
| (3) 40" x 40" x 56" Triangular Bandages | (20) Antiseptic Towelettes/Wipes |
| (1) Bottle Sterile Saline | (1) 4 oz. Antiseptic Hand Cleaner |
| (1) Quick Clot First Responder | |

All vehicles used to transport incarcerated individuals shall have one BVM, a Spill Kit, and a First Aid Kit containing the following items:

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| (1) 32 sq." (no smaller than 4"), Absorbent compress | (1) 3/8" x 5 yd. Adhesive Tape |
| (10) Antiseptic Towelettes/Wipes | (2) Pairs Medical Exam Gloves |
| (4) 3" x 3" Sterile Pads | (1) 40" x 40" x 56" Triangular Bandage |
| (1) Biohazard Bag | (2) Spit Nets |

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*	Powerhouse
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, RRU, SDP, 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
Outside Work Crews	Water and Sewer Treatment
Perimeter Vehicle	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 numbered witness wire-type tamper seal. The facility Fire and Safety Officer will be responsible for the control, issuance, and tracking of all numbered tamper seals used to secure the First Aid Kits.

The Narcan kit will have a numbered witness wire-type tamper seal securing the zipper. Whenever a Narcan kit is opened, the kit will be brought to the facility Health Services Unit to replace the Narcan, if necessary, and a new numbered tamper seal will be affixed to the zipper.

The facility Registered Nurse Supervisor will be responsible for the control, issuance, and tracking of all numbered tamper seals used to secure the Narcan kits.

- C. Inspections: First Aid Kits, Narcan kits, and BVMs will be inspected for expired materials in accordance with Directive #4066, "Facility Safety and Environmental Services Inspections," utilizing the following:
1. [Form #2095](#), "Daily Safety Checklist."
 2. [Form #2097](#), "Weekly Health & Safety Inspection Report."
 3. [Form #2098](#), "Monthly Safety, Environmental Services and Workplace Violence Inspection Report."
 4. [Form #1590](#), "Operator's Vehicle Inspection," (shall be completed in accordance with Directive #2932, "Use of State-Owned Vehicles").

Daily inspections of the First Aid Kit bag will be performed to include ensuring the numbered tamper seal is intact. This inspection and the tamper seal number will be documented on [Form #2095](#). If broken, the First Aid Kit bag will be inspected to ensure the contents are intact and the Narcan kit is present with the appropriate tamper seal in place. If necessary, the Narcan kit will be replaced and a new numbered tamper seal will be utilized.

Monthly inspections of the Narcan kit will be performed and documented on [Form #2098](#) to ensure the Narcan is within the expiration date printed on the packaging and extends for a minimum of one month to the next inspection. Employees will document the printed expiration date of the Narcan and the tamper seal number on [Form #2098](#). Refer to Directive #4066 for additional information.

- 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.