

# POLICY

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**SUBJECT: First Aid Kits**  
**NUMBER: HC-303-15**  
**APPLICABLE TO: DJS Residential and Facility Staff**

**APPROVED:**           /s/ signature on original            
**Sam Abed, Secretary**

**EFFECTIVE DATE:**           4/9/15          

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**I. POLICY**

First Aid Kits shall be available in designated areas of residential facilities and transportation vehicles operated by the Department of Juvenile Services (DJS) for the treatment of minor injuries of youth and staff.

**II. AUTHORITY**

A. Md. Code, Human Services, §9-203

**III. DIRECTIVES/POLICIES RESCINDED**

A. First Aid Kits, 01.12.16

**IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

**V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed and are attached to the policy.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Revised policy issued. Procedures revised to ensure compliance with current DJS Health Care Standards and Operational Procedures. Policy reformatted and renumbered.	4/9/15

# PROCEDURES

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**APPROVED: \_\_\_\_\_ /s/ signature on original**

**Linda McWilliams, Deputy Secretary**

**EFFECTIVE DATE: \_\_\_\_\_ 3/12/15**

## **I. PURPOSE**

To establish procedures to ensure First Aid Kits are fully stocked and available at all times in designated areas of residential facilities and transportation vehicles operated by the Department of Juvenile Services (DJS) for use by DJS staff for rendering aid to youth or staff with minor injuries when a professional health employee is not available.

## **II. DEFINITIONS**

*Nurse Supervisor* means an employed or contractual licensed nurse responsible for the management of health services at the facility.

*Facility Administrator* means the person responsible for the daily operation of a facility.

*Professional Health Employee* means a licensed physician, dentist, nurse practitioner, nurse, or physician assistant.

*Transportation Vehicles* means the state-owned vehicles designated to transport DJS youth.

## **III. PROCEDURES**

A. The Facility Administrator and the Nurse Supervisor shall ensure that the facility to which they are assigned has a written procedure governing the number, location, contents, inspections, and the replacement of contents of First Aid Kits consistent with the *DJS Healthcare Service Standards and Operational Procedures*.

B. This written procedure shall include instructions for use of First Aid Kits by staff that are not professional health employees. These instructions shall be approved by the DJS Medical Director.

C. The DJS Nurse Supervisor or designee shall inspect each First Aid Kit monthly

for contents, cleanliness, and expiration dates. All expired supplies shall be replaced, and missing supplies shall be replenished. The First Aid Kits must be kept clean and in good condition.

- D. First Aid Kits shall be located and accessible to all DJS Facility staff in each housing unit, school area, food service area, recreation/gym area, pool area, transportation vehicles, and other areas as deemed necessary by the DJS Facility Administrator and/or the Nurse Supervisor.
- E. These First Aid Kits shall be readily available to all staff 24 hours a day consistent with the *DJS Health Care Standards and Operational Procedures – First Aid Kits*.

**VII. RESPONSIBILITY**

Facility Administrators and Nurse Supervisors are responsible for implementation and compliance with this procedure.

**VIII. INTERPRETATION**

The Deputy Secretary of Operations shall be responsible for interpreting and granting any exceptions to these procedures.

**IX. LOCAL OPERATING PROCEDURES REQUIRED**

None

**X. DIRECTIVES/POLICIES REFERENCED**

DJS Health Care Standards and Operational Procedures – First Aid Kits

**XI. APPENDICES**

None



# DJS POLICY AND STANDARD OPERATING PROCEDURES

## Statement of Receipt and Acknowledgment of Review and Understanding

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

***SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***