ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 09/24

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CHAPTER Facilities			CHAPTER 09	SECTION 003	SUBJECT 0035
SECTION Safety		SUBJECT First Aid Kits			
WRITTEN BY Pat McLellan, RN	REVISE Jennifer			AUTHORIZE Telly Delor	D BY

I. <u>APPLICATION</u>:

SCCCMH Board

SCCCMH Providers & Subcontractors

Direct-Operated Programs

Community Agency Contractors

Residential Programs

Specialized Foster Care

II. <u>PURPOSE STATEMENT</u>:

St. Clair County Community Mental Health (SCCCMH) shall ensure that appropriate first aid supplies are readily available.

III. <u>DEFINITIONS:</u>

A. <u>First Aid Kits</u>: A box or bag containing items such as bandages, gauze pads, antiseptic wipes, etc. for use in giving help to an injured person.

IV. STANDARDS:

- A. First Aid Kits, emergency evacuation bags, and fire extinguishers shall be available at all agency locations.
- B. First Aid Kits shall be available in all agency vehicles and fire extinguishers shall be available in 15 passenger vans.

V. <u>PROCEDURES</u>:

A. <u>Checklist / Inspection</u>

Safety Coordinator / Designee

- 1. Inspects designated area's First Aid Kits as indicated (Exhibits A, B, C and D):
 - a. Agency vehicles' First Aid Kits are to be inspected quarterly.
 - b. Community-Based Program, Standard First Aid Kits and Emergency Evacuation Bags should be inspected quarterly.
- 2. Forwards to Transportation Technician completed applicable Checklist (Exhibit A, B, C, or D) to obtain needed First Aid Kit supplies.

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CHAPTER	VOLUME	CHAPTER	SECTION	SUBJECT
Facilities	Ι	09	003	0035
SECTION	SUBJECT			
Safety	First Aid Kits			

Transportation Technician

3. Ensures restock of the First Aid Kit supplies.

Transportation Technician / Program Designee

4. Ensures staff using personal vehicles, to transport persons served, has access to or possession of First Aid supplies.

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5. Ensures staff using SCCCMH vehicles, has access to a First Aid Kit while in the community conducting SCCCMH-related activities.

VI. <u>REFERENCES</u>:

- A. MIOSHA
- B. CARF

VII. <u>EXHIBITS</u>:

- A. Checklist for Quarterly First Aid Kit Inspection Agency Vehicles
- B. Checklist for Quarterly First Aid Kid Inspection Community Based Programs
- C. Checklist for Quarterly First Aid Kit Inspection Standard First Aid Kit
- D. Checklist for Quarterly Inspection Emergency Evacuation Bag

VIII. <u>REVISION HISTORY</u>:

Dates issued 10/89, 02/92, 04/94, 07/97, 06/99, 06/01, 07/03, 06/05, 08/08, 08/10, 05/12, 01/14, 01/15, 01/16, 01/17, 01/18, 01/19, 09/19, 09/20, 09/21, 09/22, 9/23.

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH

CHECKLIST FOR Agency Vehicles First Aid Kit Inspection Sheet

Electric Avenue # Place check mark in applicable number of vehicle.

					•••••				
1	2	4	10	13	15	19	21	22	23
26	31	32	34	35	36	37	39	40	41
45	47	48	49	50	51	54	55	56	57
58	59	60	61	62	63	64	65	66	67
68	69	70	71	72	73	74			

Age	ncy Vehicles Quarterly -						
Initials:							
Date:							
Current Inventory	Quantity Needed & Vehicle No.						

- 5 Sterile Gauze Pads 3 x 3
- 5 Ex-Large Bandage 2 x 3
- 1 Non-Adhesive Tape 1 x 5 yds.
- 1 Ace Bandage 2 x 5 yds
- 5 Triple Antibiotic Ointment
- 4 Insect Bite Capsules
- 4 Iodine Swabs
- 10 Antiseptic Wipes
- 10 **Fingertip Bandages**
- Instant Ice Pack 1
- 10 Fabric/Plastic Bandage ³/₄ x 3
- 10 Knuckle Bandages
- Pair Scissors 1
- 1 Pair Tweezers
- 1 CPR Microshield Mask
- 2 Pair Disposable Gloves (1 lg., 1 sm.)
- 1 Triangular Bandage
- 2 Eye Pads
- 1 First Aid Guide Book
- Infection Control Kit 1

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH CHECKLIST FOR Agency Vehicles <u>First Aid Kit Inspection Sheet</u>

Capac Vehicles # Place check mark in applicable number of vehicle.

12	14	28	29
46			

- 5 Sterile Gauze Pads 3 x 3
- 5 Ex-Large Bandage 2 x 3
- **1** Non-Adhesive Tape 1 x 5 yds
- 1 Ace Bandage 2 x 5 yds
- 5 Triple Antibiotic Ointment
- 4 Insect Bite Capsules
- 4 Iodine Swabs
- 10 Antiseptic Wipes
- **10** Fingertip Bandages
- 1 Instant Ice Pack
- **10** Fabric/Plastic Bandage ³/₄ x 3
- **10** Knuckle Bandages
- 1 pair Scissors
- 1 pair Tweezers
- 1 CPR Microshield Mask
- 2 pair Disposable Gloves (1 lg, 1 sm)
- 1 Triangular Bandage
- 2 Eye Pads
- **1** First Aid Guide Book

Agency Vehicles - Quarterly -							
Initials:							
Date:							
Current Inventory Quantity Need							

- Infection Control Kit 1
- 1 Stretch Gauze 2 x 5

CHECKLIST ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH **FOR Agency Vehicles**

First Aid Kit Inspection Sheet

Marine City Ve Place check mark i		number of vehicle.				
3		18	24			
25		42	53			
5	Sterile G	auze Pads 3 x	3			
5	Ex-Large	Bandage 2 x	3			
1	Non-Adh	esive Tape 1 >	x 5 yds			
1	Ace Band	lage 2 x 5 yds				
5	Triple Ar	Triple Antibiotic Ointment				
4	Insect Bite Capsules					
4	Iodine Swabs					
10	Antiseptic Wipes					
10	Fingertip Bandages					
1	Instant Ice Pack					
10	Fabric/Plastic Bandage ³ / ₄ x 3					
10	Knuckle	Bandages				
1	pair Sciss	sors				
1	pair Tweezers					
1	CPR Microshield Mask					
2	Pair Disposable Gloves (1 lg, 1 sm)					
1	Triangula	r Bandage				
2	Eye Pads					

Agency Vehicles - Quarterly -							
Initials:							
Date:							
Current Inventory Quantity Neede							
Inventory							

- 1 First Aid Guide Book
- 1 Infection Control Kit
- 1 Stretch Gauze 2 x 5

St. Clair County Community Mental Health CHECKLIST FOR Agency Vehicles <u>First Aid Kit Inspection Sheet</u>

Child and Family Services Vehicles # Place check mark in applicable number of vehicle.

5	6	7	8	9
11	16	17	20	30
33	38	43	44	52

- 5 Sterile Gauze Pads 3 x 3
- 5 Ex-Large Bandage 2 x 3
- 1 Non-Adhesive Tape 1 x 5 yds.
- 1 Ace Bandage 2 x 5 yds
- 5 Triple Antibiotic Ointment
- 4 Insect Bite Capsules
- 4 Iodine Swabs
- 10 Antiseptic Wipes
- **10** Fingertip Bandages
- 1 Instant Ice Pack
- **10** Fabric/Plastic Bandage ³/₄ x 3
- 10 Knuckle Bandages
- 1 pair Scissors
- 1 pair Tweezers
- 1 CPR Microshield Mask
- 2 pair Disposable Gloves (1 lg, 1 sm)
- **1** Triangular Bandage
- 2 Eye Pads
- 1 First Aid Guide Book
- 1 Infection Control Kit
- 1 Stretch Gauze 2 x 5

Agency Vehicles - Quarterly - Initials: Date:				
			Current Inventory	Quantity Needed & Vehicle No.
	-			

CHECKLIST FOR QUARTERLY FIRST AID KIT INSPECTION COMMUNITY-BASED PROGRAMS

Community-Based Program:		Initials:	
		Date:	
Qu	antity / Item	Current Inventory	Quantity Needed
30	Plastic Strips		
30	Elastic Strips		
5	Extra Large Strips		
1	Non-Adhesive Tape 1 x 5 yds		
6	Antiseptic Wipes		
1	Instant Ice Pack		
1	Stretch Gauze 2 x 5 yds		
1	Triangular Bandage		
2	Eye Pads		
1	Pair Scissors		
1	Pair Tweezers		
5	Gauze Pads 3 x 3		
8	Triple Antibiotic Ointment		
5	Knuckle Bandages		
5	Fingertip Bandages		
4	Telfa Pads 2 x 3		
1	Thermometer		
1	Finger Splint 6"		
1	Ace Wrap 4"		
1	CPR Microshield		
2	Pair Disposable Gloves		
1	First Aid Guide Book		
1	Infection Control Kit		
5	Bio-Hazard Bags		

St. Clair County Community Mental Health

CHECKLIST FOR QUARTERLY FIRST AID KIT INSPECTION STANDARD FIRST AID KIT

Program / Location:

Quantity / Item

- 5 Gauze Pads 3 x 3
- 10 Extra Large Strips
- 1 Non-Adhesive Tape 1 x 5 yds
- 2 Roller Stretch Bandage 2 x 5 yds
- 8 Triple Antibiotic Ointment
- 4 Insect Bite Swabs
- 4 Iodine Swabs
- **10** Antiseptic Wipes
- 20 Fingertip Bandages
- 1 Instant Ice Pack
- **30** Elastic Bandages ³/₄ x 3
- **20** Knuckle Bandages 1¹/₂ x 3
- 1 Pair Scissors
- 1 Pair Tweezers
- 1 CPR Microshield Mask
- 2 Pair Disposable Gloves
- 1 Triangular Bandage
- 2 Eye Pads
- 1 First Aid Guide Book
- 1 Infection Control Kit
- **1** Bio-Hazard Bags

Initials: Date:		

St. Clair Community Mental Health

CHECKLIST FOR EMERGENCY EVACUATION BAGS **Quarterly Inspection Sheet**

CONTENTS:

Emergency	Handbook
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- Crank Radio/flashlight
- Flashlight w/ batteries
- Replacement batteries
- Duct Tape
- Portable Phone Charger
- ☐ 3Pack Multi Charging Cables
- Micro Shield Barrier
- Instant Cold Pack
- Triangular Bandage
- Biohazard Bag
- 2 Bottled Waters
- Mini First Aid Kit
 - Contents:
 - 2 Antiseptic Wipes
 - **10 Plastic Bandages**
 - 1 Antibiotic Ointment*
 - 2 2x3 sterile Gauze Pads
 - 1 Pair Gloves
 - 1 Knuckle Bandage
 - 1 Fingertip Bandage
 - 2 Insect Bite Swabs
 - 1 First Aid Guide Book

List supplies needed: _____

Reviewed by: _____date: _____

TRAUMA SUPPLIES:

- □ 1 Tourniquet
- □ 1 Celox Rapid Gauze*
- \Box 1 The Emergency Bandage (Israeli bandage)*

* Note Expiration date