

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued **09/24**

Page 1

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 09	<b>SECTION</b> 003	<b>SUBJECT</b> 0035
<b>SECTION</b> Safety	<b>SUBJECT</b> First Aid Kits		
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I. **APPLICATION:**

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

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

III. **DEFINITIONS:**

- A. **First Aid Kits:** 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. **PROCEDURES:**

A. **Checklist / Inspection**

**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.

<b>CHAPTER</b> Facilities	<b>VOLUME</b> I	<b>CHAPTER</b> 09	<b>SECTION</b> 003	<b>SUBJECT</b> 0035
<b>SECTION</b> Safety	<b>SUBJECT</b> 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.
5. Ensures staff using SCCCMH vehicles, has access to a First Aid Kit while in the community conducting SCCCMH-related activities.

## **VI. REFERENCES:**

- A. MIOSHA
- B. CARF

## **VII. EXHIBITS:**

- A. Checklist for Quarterly First Aid Kit Inspection – Agency Vehicles
- B. Checklist for Quarterly First Aid Kit 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. REVISION HISTORY:**

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.







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










St. Clair Community Mental Health

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

**CONTENTS:**

- Emergency Handbook
- 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

**TRAUMA SUPPLIES:**

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

\* Note Expiration date

List supplies needed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ date: \_\_\_\_\_