

Chapter: Health Care Support Services and Equipment	Effective Date: 1/1/19
Title: First Aid Kits	Page: 1 of 1
	Replaces: HSP.03.03, 2/1/14

(a) **Standard.**

First aid kits are promptly restocked and/or replaced after use.

(b) **Procedures.**

(1) After a first aid kit is used:

(A) a **designated TJJD staff member:**

- (i) brings the used kit and a completed [First Aid Treatment Record, HLS-903](#), to the infirmary;
- (ii) receives a sealed kit to return to the dorm; and
- (iii) signs the [First Aid Kit Restocking Log, HLS-842sec](#), to acknowledge receipt of a sealed kit; and

(B) a **nurse** restocks the kit, completes the HLS-842sec, signs the form, and seals the kit with a plastic lock.

- (2) A **nurse** ensures that each first aid kit contains only the following items: CPR pocket mask, disposable gloves, bandages, gauze bandage, and tape. No additional items or medication may be placed in the kit.
 - (3) When a first aid kit has been restocked and resealed by the infirmary nurse, the sealed kit is kept in the infirmary until the next time a used kit is dropped off for restocking.
 - (4) The infirmary maintains documentation of the designated locations and contents of the first aid kits on campus. The document must be signed and dated annually by the superintendent and health services administrator.
 - (5) Completed HLS-842sec and HLS-903 forms are maintained in the infirmary.
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