



TEXAS
JUVENILE JUSTICE
DEPARTMENT

TRANSMITTAL MEMO

TO: TJJJ Staff
FROM: Office of the General Counsel, Policy and Standards Section
SUBJECT: HSP Transmittal
DATE: December 21, 2018

Please be advised that changes have been made to the Institution Health Services Procedure (HSP) Manual. These changes will go into effect on **January 1, 2019**.

SUMMARY OF CHANGES

HSP.03.03 First Aid Kits

- Removed the references to AEDs. All AED information is now in [GAP.07.11](#).
- Added that the *facility superintendent* and the *UTMB health services administrator* (rather than the UTMB medical director) annually sign the document listing the locations and contents of first aid kits.
- Removed the requirement for the UTMB health services administrator to recommend to the UTMB medical director the number and placement of first aid kits. TJJJ procedure [INS.45.25](#) determines the placement of first aid kits.
- Removed the requirement for the UTMB medical director to establish procedures for the use of first aid kits. TJJJ procedure INS.45.25 determines how first aid kits are used.
- Clarified that first aid kits contain *disposable* gloves (rather than latex gloves).