

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	4	Facility Services	4.2.20
SECTION:	2	Health Service	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	20	First Aid Kits & Automatic External Defibrillators	
STANDARDS: ACA – 4 – ALDF: 4D-09			
APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVIEW DATE: 7 / 21 / 2020
			REVISION DATE: 7 / 30 / 20
Rescind: 4.2.20 dated 10/3/07 Cancel:			

I. POLICY

The Division of Corrections will provide first aid kits for utilization by employees, and will provide automatic external defibrillators which will be used by trained staff members for emergency life saving purposes.

II. RESPONSIBILITIES

All facility assigned staff, volunteers and contractors are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Safety Officer and the Training Coordinator will administer an instructional program to be utilized by the Training Academy for employee development training. The instructions will include the administration of basic first aid and the use of automatic external defibrillator. Participants in the program will receive a certificate upon successful completion of the basic training.

POLICY & PROCEDURES

2. The Divisional Training Coordinator will consult with the Shift Commanders and Unit Supervisors to schedule training sessions, and maintain training records.
3. The Safety Officer is responsible for establishing the availability and location for the placement of first aid kits and automatic external defibrillators at CJC and MSI.
4. The Safety Officer determines the contents of first aid kits for CJC and MSI and consults with the Commissioner of Corrections/designee for purchase (See policy #1.2.8: Procurement).
5. Contents of the first aid kits will be utilized to benefit Correctional staff members including CMS staff, volunteers, and visitors.
6. Each Unit supervisor will oversee the daily utilization of First Aid Kit contents in their specific areas and may request for re-stocking of depleted items through the Safety Officer, by a memorandum.
7. Only qualified trained personnel are allowed to operate the automatic external defibrillator during emergency life saving situations.

B. First Aid Kits Placement and Content

1. The Division Safety Officer will supervise the installation of first aid kits and assure they are placed in designated areas of the facility, with the appropriate contents.
2. First aid kits will be placed in the areas listed below:

CITY JUSTICE CENTER	MEDIUM SECURITY INSTITUTION
Maintenance Office (Lower Level)	Maintenance Office
Kitchen Office (Lower Level)	Kitchen Office
Laundry Office (Lower Level)	Laundry Office
Inventory Supply Office (Lower Level)	Inventory Supply Office
Lower Level Property Office	Processing Department
Administrative Office Area	Pod Unit Supervisor's Office
Main Lobby Officer Reception Area	Main Building 1 st Floor Supervisor's Desk
Master Control	Main Building 2 nd Floor Supervisor's Desk
Shift Commander's Office	Shift Commander's Office
Vehicle Sally Port Control Center	Control Center
Dock Office	Main Lobby Officer Reception Area
2 nd , 3 rd , 4 th & 5 th Floor Supervisor's Office	Administration Area
6 th Floor Mechanical Room	Correctional Officer Guard Post
Facility Vehicles	Facility Vehicles

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

3. The placement of first aid kits and its contents will be reviewed annually by the Safety Officer to determine if changes are necessary. The Safety Officer will document the necessary changes and ensures proper changes are made. A copy of the documented changes will be forwarded to the Chief of Security.
4. First aid kits contents located inside the facility at MSI and CJC and in the Divisional vehicles will be as follows:
 - a. 5 Triple antibiotic ointment
 - b. 2 Pair of Medical Gloves
 - c. 1 Instant Cold Pack
 - d. 20 Assorted Band Aids
 - e. 3 Soap Toilettes
 - f. 5 Gauze Sponge (4x4)
 - g. 1 Gauze Bandage (2 Inches X 10 Yard)
 - h. 1 Roll of Adhesive Tape
 - i. 1 Resuscitator Mask

C. Automatic External Defibrillators Placement and Content

1. The Division Safety Officer will ensure that automatic external defibrillators are placed in designated areas of the facility, with the appropriate contents.
2. Automatic external defibrillators will be placed in the areas as listed below:

CITY JUSTICE CENTER	MEDIUM SECURITY INSTITUTION
Administrative Office area	Medical Unit
2 nd Floor Medical Unit	POD Unit Supervisor's Office
3 rd Floor Supervisor's Office	1 st Floor Housing Unit Area
4 th Floor Supervisor's Office	2 nd Floor Housing Unit Area
5 th Floor Supervisor's Office	Administrative Office area

3. The placement of automatic external defibrillators will be reviewed annually by the Safety Officer to determine if changes are necessary. The Safety Officer will document the necessary changes and ensures proper changes are made. A copy of the documented changes will be forwarded to the Chief of Security.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

4. Automatic external defibrillators located inside the facility at MSI and CJC will contain one safety bag with the following contents:
 - a. 1 Shaving razor blade
 - b. 1 Wash cloth
 - c. 1- 4X4 Pad
 - d. 1 Pocket Mask
 - e. 1 Pair of Medical Gloves
- D. Inspections and Inventory of First Aid Kits & A.E.D.**
1. The Safety Officer will conduct monthly facility inspections at CJC and MSI to ensure first aid kits and automatic external defibrillators are in designated areas and, in good order. Any discrepancy will be noted in the inspection form. The Safety Officer completes incident report for any missing or damaged kit and submits it to the Shift Commander.
 2. The Safety Officer forwards the copy of the completed inspection form to the Chief of Security. The Safety Officer retains the original copy and arranges to replace any damaged or missing kits.
 3. The Safety Officer will ensure that the contents of all first aid kits and automatic external defibrillators located at CJC and MSI are inventoried monthly and restocked as necessary.
 4. The Safety Officer will check supplies for expiration dates and replace when necessary.
 5. The Safety Officer will ensure that used and expired supplies are properly removed and disposed of as per policy # 4.2.14: Pharmaceuticals.
 6. The Safety Officer will complete and sign the First-Aid Kit and the A.E.D. Content Inventory and Inspection Forms after each completion.
 7. The Safety Officer will complete an Incident Report for any unusual missing amount of contents, or undocumented unusual missing amounts of supplies from first aid kits and the A.E.D. observed during inspection or inventory. The report will be forwarded to the Shift Commander. (See Policy #3.1.10: Incident Report).

E. Protocol for use of First Aid Kit and Automatic External Defibrillators

1. Correctional staff members, including Health Service providers will not give items from the first aid kits to inmates or utilize contents on inmates unless there is absolute necessity to do so during medical emergency.
2. Any Correctional staff member who sustains minor injury such as minor cuts or bruises while on duty will report the injury in accordance with the Divisional injury reporting procedures. (See policy #1.3.20). The employee may utilize the appropriate first aid kit content items to stabilize the injury.
3. Any time the automatic external defibrillator is utilized; the Safety Officer inspects it and ensures it remains in proper working order.