

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **09/23**

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CHAPTER Facilities		CHAPTER 09	SECTION 003	SUBJECT 0035
SECTION Safety		SUBJECT First Aid Kits		
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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) 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

Program 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)

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to obtain needed First Aid Kit supplies.

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 SCCCMHA vehicles, has access to a First Aid Kit while in the community conducting SCCCMHA-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 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. 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.

CHECKLIST FOR Agency Vehicles

First Aid Kit Inspection Sheet

Place check mark in applicable number of vehicle.

1	2	3	4	10	11	13	15	19	20
21	22	23	25	26	27	28	29	31	32
34	35	37	39	40	41-	44	45	46	47
48	49	50	51	53	54	55	56	57	58
59									

- | | |
|----|---------------------------------------|
| 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 ¾ 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 |

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St. Clair County Community Mental Health Authority
CHECKLIST FOR Agency Vehicles
First Aid Kit Inspection Sheet

Capac Vehicles #

12	14	36	46	
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Agency Vehicles - Quarterly -	
Initials: _____	
Date: _____	
Current Inventory	Quantity Needed
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 ¾ 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	

St. Clair County Community Mental Health Authority

CHECKLIST FOR Agency Vehicles

First Aid Kit Inspection Sheet

Marine City Vehicle #

3	42	25
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- | | |
|----|--|
| 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 $\frac{3}{4}$ 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 |

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St. Clair County Community Mental Health Authority

CHECKLIST FOR Agency Vehicles

Child and Family Services Vehicles

5	6	7	8	9
16	17	30	33	38
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 $\frac{3}{4}$ 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 |

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Community-Based Program: _____

- 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

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Program / Location: _____

- 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 ¾ x 3
- 20** Knuckle Bandages 1½ 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

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St. Clair Community Mental Health Authority

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
- ☐ Bio Hazard 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: _____