



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

18-25 First Aid Kits

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-4D-09
CALEA Standards Reference:
NCCHC Standards Reference: A-07
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To ensure that first aid and emergency response kits are available in designated areas in the facility; that they contain approved contents, are regularly inspected, and the inspections are documented.

II. Policy:

First Aid Kits shall be stocked, inspected as to content, and be easily accessible in the Housing and Processing Lieutenants offices, Juvenile, and each transportation vehicle. The Detention Director, in collaboration with the Medical Director, determines the location, contents, and monthly inspection protocols in for the first aid kits. Inmates are not permitted to use the first aid kits. (REF:5-ALDF-4D-09)

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy.
 2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).
- C. *Automated External Defibrillator*: is a portable defibrillator designed to be automated such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.
- D. *Emergency Response Kit*: A box or bag containing emergency first aid supplies that has supplies exclusively for use by the health care section personnel. These emergency response kits are located in each exam room, main medical, in the outpatient area and booking. These emergency response kits may contain emergency drugs and intravenous fluids.
- E. *First Aid Kit*: A commercially supplied box or unit containing emergency first aid products supplied in unit dose form. These kits are located throughout

the Facility and are intended for the use of security and support staff only.

IV. Procedure:

A. First Aid Kits

1. First aid kits will be inspected once a month by the Safety Compliance Specialist and re-supplied as necessary. Such inspections will be documented, and a copy forwarded to the health services administrator for review.
 - a. Attached to, or contained within, all first aid kits will be a list of all required contents listed below;
 1. 10 each adhesive strips 1" by 3"
 2. 2 each knuckle bandages
 3. 2 each fingertip bandages
 4. 2 each extra-large strips
 5. 2 each 2 x 2 sterile gauze pads
 6. 2 each 3 x 3 sterile gauze pads
 7. 2 each 4 x 4 sterile gauze pads
 8. 2 each 5 x 9 large wound (abdominal) pad
 9. 1 each eye pad
 10. 1 roll adhesive tape
 11. 1 compression wrap
 12. 1 each cold pack
 13. 5 each antiseptic towelettes
 14. 3 each first aid/burn cream packets
 15. 3 each triple antibiotic ointment

16. 3 each sting relief wipes
17. 10 each alcohol pads
18. 1 package cotton tipped applicator
19. 2 pair exam gloves
20. 1 each protective face mask

2. Emergency drugs shall not be stored in the first aid kits.

B. Automatic External Defibrillator (AED)

1. AED's will be inspected once a month by the Safety Compliance Specialist. Such inspections will be documented.
2. AED's are strategically placed and easily accessible in Medical, First Floor Sergeant's Desk A Tower, Second Floor Sergeant's Office B/C Tower, and Third Floor Sergeant's Office B/C Tower. The Detention Director, in collaboration with the Medical Director, determines the location for the AED's. Inmates are not permitted to use the AED's.
(REF: 5-ALDF-4D-09)

C. Emergency Response Kits:

1. The health services administrator shall determine the number, location and contents of the Emergency Response Kits.
2. Emergency Response Kits will be inspected at a frequency determined by the health services administrator. Attached to, or contained within each Emergency Response Kit, will be a list of all required contents and the last inspection date.
(REF: NCCHC-J-A-07)
3. It will be the responsibility of the nursing staff to re-supply the kit(s) after each use.
4. Emergency Response Kits will be sealed after re-supply to indicate the inventory is adequate.
5. Sealed Emergency Response Kits will not require inventory if the seal is intact.
6. Seals may be broken to inspect the kit contents to check for expiration

dates.

7. Emergency Response Kits are inspected by the shift supervisor daily. The Safety Compliance Specialist will inspect the kits monthly.
8. Emergency drugs that are not controlled substances may be stored in the Emergency Response Kits, provided that such drugs are periodically checked for expiration. If items are expired, remove them and replace with a fresh supply. A list of contents and expiration dates (where indicated) shall be listed on the outside of the kit.
9. The Medical Staff shall have access to an automatic external defibrillator and it shall be made available along with the Emergency Response Kits.

D. Incident Reporting:

1. Once a seal has been broken for a First Aid Kit, an incident report will be generated stating why the kit was used and what contents were used. The incident report will be turned into the Safety Compliance Specialist to restock and seal the kit.