

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: First Aid and Personal Protective Equipment Kits

Policy Number: 507.04.38

Effective Date: 01/20/2022

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

First Aid and Personal Protective Equipment Kits (PPE) will be provided for health care and correctional personnel in strategic locations throughout the facility. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include county and private prisons.

II. Authority:

- A. GDC Standard Operating Procedures (SOPs): 507.04.37 Urgent/Emergent Care Services, 507.04.40 Urgent/Emergent Care Equipment and Supplies, and 507.04.70 Infection Control Program;
- B. OSHA: Occupational Exposure to Bloodborne Pathogens - Final Rule - Dept of Labor, Occupational Safety and Health Administration, 29 CFR Part 1910.1030;
- C. NCCHC 2018 Adult Standard: P-C-04; and
- D. ACA Standards: 5-ACI-6B-09, 4-ACRS-4C-05, and 4-ALDF-4D-09.

III. Definitions:

- A. **First Aid Kit** - A closeable container with a plastic seal, which may be broken for the immediate access to first aid supplies.
- B. **Personal Protective Equipment Kit** - Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) are not intended to function as protection against a hazard and are not considered to be Personal Protective Equipment.
- C. **Legend Drug** - A prescription drug.

IV. Statement of Policy and Applicable Procedures:

- A. The Responsible Health Authority will approve the contents, number, location, and procedures for monthly inspection of the kits and develop written procedures for

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the use of the kits by non-medical staff.

B. First Aid and Personal Protective Equipment Kits will contain a standard type and number of medical supplies.

1. First Aid Kits will be standard commercially available 10 unit kits with the following contents:

- a. (5) Gauze pad 3x3;
- b. (3) Pairs of Latex Gloves (small, medium, & large sizes);
- c. (1) Bandage Compress 4-inch;
- d. (5) Each of small, medium & large Adhesive plastic Bandages;
- e. (1) Burn cream;
- f. (1) Triangular Bandage/Sling;
- g. (10) Alcohol Pads;
- h. (1) Adhesive tape ½ inch; and
- i. (1) Eye dressing/eye wash kit.

2. Standard contents of Personal Protective Equipment Kits include:

- a. (1) CPR Microshield;
- b. (1) Pair Boot Covers;
- c. (1) Pair Safety Goggles;

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- d. (1) Barrier Gown;
 - e. (1) Head Cover;
 - f. (2) Infectious Waste Disposal Bag, Plastic;
 - g. (6) Towelettes, Alcohol Prep;
 - h. (2) Particulate Respirator Mask;
 - i. (3) Pairs of Latex Gloves, (Sm., Med. Lg.) Sizes; and
 - j. (1) Blood spill kit.
- C. No Legend Drugs will be kept in First Aid Kits.
- D. No Ammonia Inhalants will be kept in First Aid Kits or used by any correctional or medical staff.
- E. First Aid and Personal Protective Equipment Kits will be located in the following areas: the medical section, the control station of each living area, the kitchen, the gymnasium, maintenance office, transfer vans and work detail vehicles. Other locations will be determined by the facility Responsible Health Authority in consultation with the facility Warden or Superintendent.
- F. The designated facility staff will make monthly inspections of First Aid and Personal Protective Equipment Kits and document monthly inspections on the First Aid/Personal Protective Kit Inspection Log. Sealed kits need not be opened for inspection.
- G. If a First Aid Kit is opened, the officer will notify the officer in charge (OIC) and complete an incident report form documenting which offender or staff member was injured and required first aid supplies. The used kit will be taken to the medical unit to be re-stocked and sealed.

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H. The designated facility staff will provide a monthly report to the Responsible Health Authority. The Responsible Health Authority or designee will monitor the monthly reports to ensure that the First Aid and Personal Protective Equipment Kits are being properly maintained.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.