

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Urgent and Emergent Care Equipment and Supplies

Policy Number: 507.04.40

Effective Date: 1/27/2022

Page Number: 1 of 7

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Emergency equipment and supplies will be standardized at all facilities within the Georgia Department of Corrections (GDC). A specific inventory of emergency equipment and supplies will be maintained. Additional equipment and supplies may be added to the minimum requirements, at the discretion of the Responsible Health Authority, based on the needs of the facility. This policy is applicable to all facilities that house state offenders to include private and county prisons.

II. Authority:

- A. Ga. Comp. R. & Regs. R.: 125-4-4.-01;
- B. GDC Standard Operating Procedures (SOPs): 507.04.37 Urgent/Emergent Care Services, 507.04.38 First Aid and Personal Protective Equipment Kits, and 507.04.41 Urgent/Emergent Care Automated External Defibrillation;
- C. NCCHC 2018 Adult Standard: P-D-07; and
- D. ACA Standards: 5-ACI-6A-08, 5-ACI-6B-07, and 5-ACI-6B-08.

III. Definitions:

- A. **ACLS** - American Heart Advanced Cardiac Life Support.
- B. **Local Emergency Medical Services (EMS)** - Community emergency response services such as 911 or private ambulance services.
- C. **Responsible Health Authority** - A designated individual or entity that is tasked with ensuring the organization and delivery of all health care in the facility. It may be a physician, Health Services Administrator, or agency. Final clinical judgments rest with a single, designated, licensed responsible physician.
- D. **AED** - Automated External Defibrillator.

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IV. Statement of Policy and Applicable Procedures:

A. Emergency Equipment and Supplies:

1. The Responsible Health Authority or designee is responsible for the operational status and sanitation of all emergency equipment and supplies.
2. The Responsible Health Authority or designee, will supervise the following areas:
 - a. Location and use of emergency equipment and the crash cart.
 - b. The personnel responsible for inspecting and re-stocking equipment and supplies.
 - c. The frequency of expendable and durable supply inspections and documentation.
 - d. Method of obtaining replacement oxygen cylinders.
 - e. Appropriate decontamination techniques in accordance with CDC recommendations.
 - f. Agreements with local hospitals and local EMS to assist in retrieving any non-disposable equipment that leaves the facility.

B. Emergency Equipment and Supplies:

1. Specific emergency equipment and supplies are required to be maintained in all GDC facilities.
2. All facilities that house GDC offenders will maintain and contain, at a minimum, the following equipment and supplies in a standardized Medical Response Bag:

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- a. Blood pressure cuffs: Adult & Large Adult (2);
- b. Stethoscope (1);
- c. Disposable Ambu bag with mask (1);
- d. Disposable portable suction unit (1);
- e. Oxygen supply tubing (2);
- f. Nasal cannula (2);
- g. Partial re-breather oxygen mask with tubing (2);
- h. Non-rebreather oxygen mask with tubing (2);
- i. Oral airways (3) (Large, medium, small);
- j. CPR micro-mask (1);
- k. Sterile Gauze 4x4 (10);
- l. Non-sterile gauze 4x4 (50);
- m. Sterile eye pads (4);
- n. Vaseline gauze, sterile 3x9 (4);
- o. Abdominal pads, sterile 3x9 (4);
- p. Kling 4 inch (6);
- q. Kling 6 inch (4);

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- r. Adhesive tape 2-inch roll (2);
- s. Band-Aids (10);
- t. Povidone-iodine swabs (5);
- u. Alcohol swabs (5);
- v. Instant glucose (3 tubes);
- w. Glucose monitor, test strips and lancets (1);
- x. 14-inch padded arm boards (2);
- y. Triangular bandages (2);
- z. Latex gloves, non-sterile, all sizes;
- aa. Infectious waste disposal bag and personal protective equipment kit (1);
- bb. Protective eye goggles (1 pair);
- cc. METTAGS (Triage Tags) (50);
- dd. Tongue blades, wooden, non-sterile (5);
- ee. Epi-pen;
- ff. Narcan;
- gg. Aspirin;
- hh. Nitroglycerin;

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- ii. Penlight;
 - jj. C-collar;
 - kk. Pulse Oximeter;
 - ll. Small sharps container;
 - mm. Cold compress (2);
 - nn. Hot compress (2);
 - oo. Eye wash (2);
 - pp. Normal saline 0.9%/sterile solution (small bottle);
 - qq. Quick clot;
 - rr. Splint; and
 - ss. Tourniquet.
3. An Automated External Defibrillator (AED).
 4. Portable oxygen cylinder (E size) in a padded portable oxygen bag or cart. Cylinders for portable bag or cart are to be made of aluminum.
 5. Two (2) spare oxygen cylinders. Cylinders for portable bag or cart should be made of aluminum.
 6. Molded plastic or aluminum long spine board with three (3) straps.
 7. Portable stretcher with the capability of being lowered to the ground for patient loading.

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8. One set of padded board splints in carrying case.
9. All designated ACLS facilities (or GDC approved ACLS facilities) will have a crash cart, suction equipment, and an approved cardiac defibrillator.
10. The crash cart will be stocked in accordance with the approved Statewide Emergency Resuscitation Equipment and Medication List. Any additional medications or I.V. fluids must be approved by the Statewide Pharmacy and Therapeutics Committee.
11. The Medical Response Bag will be kept in the medical unit. First Aid and Personal Protective Equipment (PPE) Kits will be strategically located throughout the facility and in state vehicles in accordance with SOP 507.04.38, First Aid and Personal Protective Equipment Kits.

C. Transitional Centers:

All Transitional Centers will maintain a Medical Emergency Kit in the main control area. The kit should be stocked with the following equipment and supplies:

1. Automated External Defibrillator (AED);
2. First Aid Kit; and
3. PPE Kit.

D. Maintenance of Emergency Equipment and Supplies:

1. The contract vendor will ensure that preventive maintenance contracts for designated equipment (e.g., defibrillator, suction) are maintained and kept current.
2. All emergency equipment will be checked by each shift daily to ensure that the equipment is working properly and ready for use. This includes the

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defibrillator, automated external defibrillator, oxygen, crash cart, response bag, and suction. Crash carts and emergency response bags will be checked to ensure the seal/lock is intact.

3. The Daily Crash Cart and Emergency Equipment Inventory Form (P31-0006-02) or other approved form will be kept, noting the dates, times, and individual checking emergency equipment. If equipment is found not to be working properly or the crash cart seal is broken, the DON will tag the equipment out and inform the HSA and replacement equipment will be Staff on duty will be notified and, if not present, the Responsible Health Authority will be notified by the next business day. (Forms are on CAPTIVA.)

V. **Attachments:** None.

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