

STATE OF MARYLAND

Department of Public Safety
and Correctional Services



PATUXENT INSTITUTION

Directive

PID # 80-08

DATE: 9/03/2008

SUBJECT: Safety & Sanitation

TITLE: First Aid Kits

- I. REFERENCE: Maryland Commission on Correctional Standards:
.02 Inmate Safety E. Emergency Medical Services
- II. APPLICABLE TO: Patuxent Institution
- III. PURPOSE: To provide policy and procedure for the use, inventory,
replenishment, and control of first aid kits.
- IV. POLICY: It is the policy of Patuxent Institution to provide first aid kits that are approved
by qualified health care personnel at readily known locations throughout the Institution and
in Institutional vehicles as determined by the health authority.
- V. PROCEDURE:
 - A. Each First Aid Kit must contain the following items:
 - CPR Micro shield Kit
 - Disposable Gloves (4 pair)
 - Band aids (10)
 - 4x4 Sterile Pads (4)
 - 2x2 Sterile Pads (4)
 - 2" Gauze Roll (2)
 - 4" Gauze Roll (2)
 - Triangular Bandage (1)
 - First Aid Tape (1)
 - Antiseptic Wipes (10)
 - Eye Wash (1)
 - Oval Eye Pads (2)
 - Sterile Water (1)
 - Pencil and Pen

Note: To avoid unnecessary opening of the kits, requests for individual Band-Aids
should be made to the dispensary.

- B. First Aid Kits are distributed as stated in Appendix A.
- C. The Standards Coordinator will send a reminder and P.I. Form #356 to the Second Shift Commander on the last Friday of each month.
- D. The duty nurse assigned to the Infirmary on the Saturday 8 p.m. to 8 a.m. Shift is responsible for inventorying, replenishing, and resealing all First Aid Kits promptly because First Aid Kits are to be returned to the appropriate locations on the following Sunday morning.
- E. The Standards Officer will inspect all First Aid Kits. This Officer will proceed to the individual locations to inspect same.
- F. The Officer will:
 - 1. Check the expiration dates for the items included in the kit. If an item has expired the kit will be transported to the Dispensary for replacement and then resealed.
 - 2. Confirm the box number to the corresponding number on P.I. Form #356.
 - 3. Confirm the seal number to the corresponding number on P.I. Form #356.
 - 4. Inspect the seal:
 - a. If the seal is intact, indicate in the appropriate area on P.I. Form #356 and leave the First Aid Kit at the designated location.
 - b. If the seal is broken, transport the First Aid Kit to the Nurses station for replenishment and resealing, along with P.I. Form #356.
- G. This procedure shall be followed on a monthly basis.

VI. APPENDIX A: Form #369 - First Aid Box Inventory

VII. RESCINDS:PID 80-8 dated 1/01/2002.



Randall S. Nero, Ph.D.
Director

Distribution: A
S - Medical Dispensary