



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
505 KAR 1:120  
4 -JDF-4C-27, 28  
3-JCRF-3B-08, 4C-15, 16  
1-JDTP-3B-07, 08  
4-JCF-4C-59  
1-JBC-4C-28, 29, 30**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY: KRS 15A. 065</b>
<b>SUBJECT: First Aid, AED, and First Aid Kits</b>	
<b>POLICY NUMBER: DJJ 404.7</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: October 5, 2018</b>	
<b>APPROVAL: Carey D. Cockerell</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Each Department of Juvenile Justice (DJJ) facility shall have qualified staff for the administration of first aid and adequate first aid kits available.

**II. APPLICABILITY**

This policy shall apply to day treatment programs, group homes, detention centers, and youth development centers.

**III. DEFINITIONS**

Refer to Chapter 400.

**IV. PROCEDURES**

- A. Youth Workers and designated personnel shall complete Life Safety Training including annual skills review. Reference DJJ Chapter 5.
- B. Youth Workers and designated personnel shall be trained in the facility emergency preparedness plans, first aid, cardiopulmonary resuscitation (CPR), and Automatic External Defibrillator (AED).
- C. Each DJJ program shall have available first aid kits and one AED machine at designated areas of the facility as determined by the health authority and the superintendent. The health authority shall ensure annual training and updates for the use of first aid kits and AED by non-medical staff. The contents, number, and procedures for monthly inspections of first aid kits and the AED shall be in accordance with protocol approved by the primary health care provider or designee.
- D. First aid kits shall be placed in living, education, recreation, work, DJJ vehicles, and support areas of DJJ programs. A first aid kit shall accompany youth including all off campus activities.

<b>POLICY NUMBER</b> <b>DJJ 404.7</b>	<b>EFFECTIVE DATE</b> <b>10/05/2018</b>	<b>PAGE NUMBER</b> <b>2 of 2</b>
--	--	-------------------------------------

- E. The Registered Nurse (RN) or designee shall inspect first aid kits and AED monthly, replace missing or expired supplies, and maintain an inspection log. In programs without a full-time RN, this activity may be conducted by a health-trained staff.
- F. All staff members shall be informed and prepared to administer first aid while waiting for medical personnel to arrive.

The first aid action may include:

1. Maintaining an airway;
  2. Controlling bleeding;
  3. Preventing and treating shock;
  4. Protecting a wound with sterile or a clean dressing;
  5. Keeping the injured youth lying down and covered when necessary;
  6. Continuously observing and evaluating youth until professional medical help arrives;
  7. The use of an Automated External Defibrillator (AED); and,
  8. Immediately administer CPR.
- G. When an admitted youth is suspected or observed of ingesting chemicals, Poison Control Center shall be contacted immediately. Care shall be provided per Poison Control Center instructions. Youth shall be transported by EMS or for non-emergency situations by facility vehicles. The youth shall be continuously observed by staff for breathing, color, and temperature of skin until youth is in the care of a medical facility. Any observed abnormalities shall be reported for further instructions. These checks shall be documented at least every fifteen (15) minutes.

## **V. MONITORING MECHANISM**

Monitoring shall be accomplished by the Registered Nurse or designated health-trained staff, the Superintendent, The Nurse Administrator, and the Medical Director or designee quarterly. The Quality Assurance Branch shall monitor this policy annually.