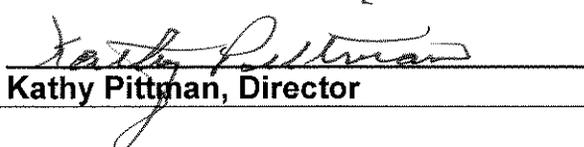


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Suicide Cut Down Kits		Policy Number: 5
Number of Pages: 2		Section: VIII
Attachments		Related Standards & References
A. Cut Down Kit Equipment Log B. Acknowledgment Form		ACA 3JTS-4C-37E
Effective Date: March 15, 2007		Approved:  Kathy Pittman, Director

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), that direct care staff will be prepared to handle a suicide attempt by carrying the tools necessary to respond and intervene.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. Cut Down Kit – A pouch carried on a direct care staff person while on duty which contains a cut down kit and other items that may be useful when dealing with a suicide attempt.
- B. Acknowledgment Form – A form signed by staff acknowledging they have received a cut down kit and understand they are to carry the cut down kit on their person at all times when on duty.

III. PROCEDURE

As part of the Division's suicide prevention program, all direct care staff on duty will wear a cut down kit while on duty. This kit will contain items which can be used by staff if they encounter a youth who is attempting to commit suicide.

- A. Issuing of Cut Down Kit – At a point following hiring, and before training in suicide prevention and the use of the cut down kits, staff will be issued a cut down kit. No direct care staff person will be assigned to work a shift until they have been issued a cut down kit and trained in its use.
- B. Kit Contents – The cut down kit will consist of a pouch worn on the belt or a fanny pack that is worn around the waist. The kit will contain the following items:
 - 1. Cut down tool,
 - 2. Air passageway devices, and
 - 3. Surgical gloves.

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- C. Training: All direct care staff will receive training on the use of the cut down kits. This may include both pre-service and in-service training. (For more information about training see policy IV.1 – Training Management.)
1. Pre-service Training – Pre-service training will be provided to all new direct care staff concerning the cut down kits. This will include information about the use of the kits and the requirement to carry them while on duty.
 2. In-service Training - In-service training requirements will be determined annually through the training needs assessment process.
- D. Documentation: Documentation will be maintained which can be audited to assure this policy and procedure is being implemented. This documentation will include the following:
1. Cut Down Equipment Log – Each facility will maintain a running log which lists employees who have been hired at the facility the date they were hired, and the date they were issued a cut down kit.
 2. Acknowledgment Form – At the time a cut down kit is issued to a staff member, the staff member will sign the form acknowledging receipt of the cut down kit and the requirement to carry it at all times while on duty.