

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

First Aid Kit

POLICY:

Classrooms will be equipped with emergency first aid kits that are readily accessible and stocked with the necessary items. First aid training will be provided for staff as needed.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

1. Well supplied first aid kits, appropriate for the ages and number of children served, will be maintained at each facility.
2. Each first aid kit must include at least the following items:
 - a. Gauze bandages/pads/roll
 - b. One box of assorted size bandages
 - c. Adhesive or paper tape
 - d. Small scissors
 - e. Disposable tweezers
 - f. Disposable CPR mask
 - g. Water
 - h. Non latex gloves (2 pairs)
 - i. Instant ice/cold pack
 - j. Sterile eye pads
 - k. First aid guide
 - l. Disposable or digital thermometer (probe covers)
3. First aid kit should be kept in low-traffic areas where it is easily accessible and identifiable for adults. The kit must be out of children's reach.
4. First aid kits are taken on field trips, any type of safety drills, outdoor playground areas and during off site activities.
5. A first aid inventory checklist is used monthly by staff to assure that the required materials are present and in good condition. As materials expire, they will be replaced with new items.