

First Aid Kit

POLICY:

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

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22

PROCEDURE:

1. Well supplied first aid kits, appropriate for the ages and number of children served, will be maintained at each facility.
2. It is recommended that each first aid kit include at least the following items;
 - a. Gauze bandages / pads / roll.
 - b. Band-aids; one box of assorted sizes
 - c. Adhesive or paper tape, one package of ½.
 - d. Small scissors
 - e. Disposable tweezers
 - f. CPR mask (disposable).
 - g. Water
 - h. Non latex gloves (2 Pairs)
 - i. Instant ice/cold pack
 - j. Sterile eye pads
 - k. Eye wash
 - l. First aid guide
 - m. Disposable thermometer
3. First aid kits are kept in low-traffic areas where they are easily accessible and identifiable for adults. Adults can reach the first aid kit, but children can not.
4. First aid kits are taken on field trips, any type of safety drills, and outdoor playground areas.
5. Delegate Directors or his /her designee and Model City designee will see that an inventory of each first aid kit is conducted regularly, and that items are restocked for freshness or after use.
6. An inventory checklist will be kept with the first aid kit so that the designee can sign and date when supplies are checked and replaced.