

 <b>Policy #: CHS-8</b>	<b>Effective Date:</b>	<b>Page #: 1 of 2</b>
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**COMPONENT: CHILD HEALTH AND SAFETY**

**SUBJECT: FIRST AID KITS**

**PERFORMANCE OBJECTIVES:** To ensure Highland Rim Head Start maintains first aid kits that are age appropriate, well stocked, and readily available and that all staff shall be familiar with its contents and use in an emergency and that each kit will be kept out of the reach of children.

**POLICY AND PROCEDURE:**

Head Start will provide the following kits:

- Center/Kitchen Kit;
- Classroom Kit;
- Bus Kit/Agency Vehicle Kit;
- Traveling/Playground Kit (fanny pack).

All centers will maintain one kit per classroom, one kit per agency vehicle, one per bus, one traveling kit and one in the kitchen.

Each First aid kit must be restocked after each use.

The Health Services Manager will order the supplies for the first aid kits as needed.

A First Aid Checklist will be maintained in each first aid kit. The first aid kit will be checked and reviewed during monthly monitoring by the Health Services Manager.

The classroom teacher will be responsible for replenishing items needed for the classroom and traveling/playground kit.

The cook/bus driver will be responsible for replenishing items needed for the bus/agency vehicle kit and the center kit.

Kits may include but are not be limited to:

- Gloves;
- Band aides (small and large);
- Large and small gauze;
- Tape (latex free);
- Instant cold pack;
- Ace Bandage;

- CPR mouth shield;
- Tweezers;
- Scissors;
- Plastic Bags;
- Thermometer and covers.

Location of First Aid Kits:

- First aid kits are to be easily accessible to all staff and volunteers and out of the reach of children in the classroom.
- Bus kits are to be secured on the bus and easily accessible. Agency Vehicle kits should be located where they are easily accessible such as glove department or middle console.
- Kitchen kits located on top of the refrigerator should be easily accessible to the kitchen staff.