

**Task: Keeping Stocked First Aid Kit and Requesting items to refill**

Task	Person Responsible	Date to be Completed
1. Ensure a first aid kit is located in every classroom, kitchen, agency vehicle, and traveling/Playground Kit .	Teachers/Cooks	On-going
2. Make sure the first aid kit includes: * Gloves * Band-Aids (small and large) * Sterile gauze (small and large) * Adhesive bandage tape * Instant Cold pack * Ace Bandage * CPR Face Shield * Disposable gloves * Tweezers * Scissors * Plastic Bags * Thermometer and covers	Teacher/Cooks	August and ongoing
3. Check the first aid kit and restock supplies as necessary.	Teacher/Cook All staff when used	as needed
4. Ensure a fully equipped first aid kit is available on the playground and on field trips	Teacher	On Playground and field trips
5. Inform the Health Services Manager via email when supplies for first aid kit are needed	All staff	As needed