

First Aid Kit Procedure

Policy: A well supplied first aid kit will be available at all Early Head Start, Head Start, and EHS-CCP classrooms; and available on field trips and on the playground.

Performance Standard 11304.22(f)(1-2)

Procedure:

- Each classroom and partnership will have a first aid kit.
- The kit will be locked up and out of children's reach.
- The cabinet or drawer where the first aid kits are stored will be labeled on the outside to identify the location of the first aid kit.
- Each kit will be well supplied and contain at least the items listed on the **First Aid Kit Inventory form**.
- Kits are stocked in August/September. When supplies get low, teaching staff will requisition supplies from Health Manager. An inventory will be taken by the Health Manager at the quarter Health & Safety Screenings and will be recorded on the **Health and Safety Screening**.
- Expiration dates will be checked and replaced accordingly.
- A well-stocked First Aid Kit will be taken on all Field Trips and on the Playground.
- Staff will administer first aid in accordance with their first aid training and the Medical and Dental Emergencies Procedures.

Referenced Procedures

Medical & Dental Emergencies Procedures

Referenced Forms:

First Aid Kit Inventory Form

Health & Safety Screenings Forms