

Area: Health Services

Subject: HS06 - First Aid Kits

Reference: 1304.22 (f)(1-2), Title 22 regulation 101226

Policy: First Aid Kits are readily available and restocked after use.

Procedure:

1. First Aid Kits are readily available, well-supplied and appropriate for the ages served and the program size. Kits are maintained at each Center/FCCH and available on outings away from the site. Each kit is accessible to staff members at all times, but is kept out of the reach of children.
2. First aid kits are restocked after use, and an inventory is conducted every other month by designated health staff. The staff shall date and initial on the First Aid Stock half sheet taped inside the lid of the First Aid Kits that an inspection of supplies has occurred. Center Sites/FCCH's will be responsible for stocking and supplying first aid materials.
3. First aid kits will include:
 - a. A current edition of a first aid manual
 - b. Sterile first aid dressings
 - c. Bandages or rolled bandages
 - d. Adhesive tape
 - e. Scissors
 - f. Tweezers
 - g. Thermometer
 - h. Antiseptic solution or towelettes: **non-alcohol, benzalkonium-based**. (Note: rubbing alcohol or hydrogen peroxide of any kind is not be used on skin. If rubbing alcohol is used to sterilize thermometers, the container must be clearly labeled for this use.)
 - i. Non-latex disposable gloves
4. Mobile First Aid Kits shall be accessible for Center/FCCH staff to use during play and Walking Field Trips. Teaching staff shall keep fanny pack or first aid kit stocked and are readily accessible outside at all times during outside play/field trips. (Note: These mobile first aid kits are to be brought in after every use and are not to remain outdoors in the elements as high temperature and/or moisture can degrade the materials.)
5. Mobile First Aid Kits will include:
 - a. Non-latex disposable gloves
 - b. Band Aides
 - c. Antiseptic Wipes (non-alcohol, benzalkonium-based)
 - d. Gauze pads
 - e. Ice pack (field trips)
 - f. Emergency cards (field trips)

Supervised by: Director of Health Services, Health Services Supervisor, Delegate Health Disabilities Coordinator

Performed by: Grantee and Delegate Staff

Forms needed: First Aid Kit Checklist, Health and Safety Checklist/Emergency Cards

Frequency: Every Other Month (Inventory) and as needed (stocking/ordering of supplies)