

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: D-Health Program Services

Section: 1302.47 Safety Practices

Subject: First Aid Kits

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to have first aid kits readily available for staff to use in case of an emergency. These kits will be stocked with all required items per state licensing laws. The home visitor will carry a completely stocked first aid kit on all home visits and socializations.

Procedure:

1. At least one first aid kit containing items will be maintained in each Head Start/Early Head Start classroom. Each kit will be in a closed container and labeled clearly "First Aid Kit".
Kits will be stored out of the reach of children. A fully stocked first aid kit will be taken on all field trips.
2. Kits will be taken outside.
3. The following items will be in each kit. Other items will be added to kits after approval by the Health Services Coordinator, the Health Advisory Committee, the Head Start Director and the Policy Council:
 1. Liquid soap
 2. Instant hand sanitizer
 3. Band Aids
 4. Disposable latex gloves
 5. Cotton balls/ Cotton tipped applicators
 6. Sterile gauze pads and rolls
 7. Adhesive Bandages
 8. Adhesive tape
 9. Digital Thermometer
 10. Pre-moistened wipes
 11. Scissors
 12. Tweezers
 13. Bottled water
 14. A current CPR and First Aid Resource Guide
4. The designated staff member will inventory and restock each kit at the beginning of each school year. Each center will have one designated staff member to monitor the kits

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monthly and restock them as needed. The Center Director will monitor the kits in August and January.

5. A monthly monitoring report will be completed by the designated staff member and filed in the monitor book kept on site at the center in the Center Director's office.
6. The home visitor will encourage and guide families in building each home-based family a first aid kit for their home within 30 calendar days of enrollment.
7. The home visitor will have access to a stocked first aid kit at all home visits by keeping one in the EHS vehicle.
8. The bus will have access to a stocked first aid kit at all times.