

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND SAFETY**

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SUBJECT: First aid kits

PERFORMANCE OBJECTIVE: The program ensures readily available, well-supplied first aid kits appropriate for the ages served. The kit must be maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be kept out of the reach of children. First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.

OPERATIONAL PROCEDURE:

Well-supplied first aid kits appropriate for preschool children are maintained at each center. A first aid kit should be taken on any field trip outside the center. Each kit is accessible to staff members at all times, but it should be kept out of the reach of children. A fanny pack first aid kit with a limited amount of first aid supplies is also available at the centers for use on the play ground.

The first aid kits should be inventoried monthly and documented on the monthly report. The first aid kit will have a list located in the kit that is used to check the inventory of items in the kit. Items will be replaced on an as needed basis. If a replacement item is needed immediately, a center staff member should phone or fax the Head Start office with the requested item, so that arrangements can be made to get the needed items to the center.

A first aid kit with a body fluid clean up kit will also be maintained on the Head Start buses..