



POLICY AND PROCEDURE FOR FIRST AID KIT

Policy

A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf, for additional information to develop and implement adequate safety policies and practices described in this part. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure: (1) Facilities. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum: (iv) Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards; (4) Safety training. (i) Staff with regular child contact. All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: (G) Emergency preparedness and response planning for emergencies; (J) First aid and cardiopulmonary resuscitation; *Head Start Performance Standards 1302.47 (a)(b)(1)(vi)(4)(i)(G)(J) Safety practices.*

Must I have a first-aid kit at my child-care center? Yes. You must have a complete first-aid kit available in each building at the child-care center, during all field trips, and while transporting children. Each first-aid kit must be: (1) Clearly labeled; (2) Kept in a clean and sanitary condition; (3) Easily accessible to all employees; (4) Stored in a designated location known to all employees; and (5) Kept out of the reach of children. What items must each first-aid kit contain? (a) Each first-aid kit must contain the following supplies: (1) A guide to first aid and emergency care; (2) Adhesive tape; (3) Antiseptic solution or wipes; (4) Cotton balls; (5) Multi-size adhesive bandages; (6) Scissors; (7) Sterile gauze pads; (8) Thermometer, preferably non-glass; (9) Tweezers; and (10) Waterproof, disposable gloves. (b) The first-aid supplies must not have expired. *Minimum Standards for Child Care Centers 746.4001 and 746.4003.*

Based on the above policies UTRGV-PSJA-EHS-CCP Program staff must ensure they have a complete first aid kit readily available in the case of an emergency.

Procedure

Each first-aid kit must be:

1. Clearly labeled;
2. Kept in a clean and sanitary condition;
3. Easily accessible to all employees;
4. Stored in a designated location known to all employees;
5. Kept out of the reach of children.

UTRGV - PSJA - EHS - CC Partnership Program



The items each first-aid kit must contain include:

1. A guide to first aid and emergency care;
2. Adhesive tape;
3. Antiseptic solution or wipes;
4. Cotton balls;
5. Multi-size adhesive bandages;
6. Scissors;
7. Sterile gauze pads;
8. Thermometer, preferably non-glass;
9. Tweezers; and
10. Waterproof, disposable gloves.

The first-aid supplies must not have expired

Staff will conduct weekly checks and document on the First Aid Kit Checklist. Staff will monitor and replace first aid supplies on a monthly basis or as needed.