

BODY FLUID PRECAUTION-SPILL KIT PROCEDURE

1. Get spill kit, empty contents on a clean surface and put on vinyl, disposable gloves.
2. Identify the seriousness of the injury. Call for help if necessary. Ask other staff to call the 911 and parent if needed.
3. If the child is able, hand her a tissue to hold over the wound.
4. Administer appropriate first aid.
 - Clean the wound with warm water and apply the appropriate bandage or dressing.
 - If the wound needs to be cleaned with water:
 - ✓ Using the hand washing sink, run water over the wound until it is clean.
 - ✓ Pat dry with a 4 x 4 gauze pad.
 - ✓ Apply appropriate bandage or dressing.
 - If additional supplies are needed:
 - ✓ Ask another staff member to get the supplies from the First Aid Kit.
5. Put all used supplies in the zip lock bag and discard in outside garbage.
6. Remove and discard gloves.
7. Put on another pair of vinyl gloves and chemical splash goggles.
8. Thoroughly clean contaminated surfaces with water. Spray with disinfecting solution; let stand for a **minimum of 10 minutes**; wipe with paper towels or allow to air dry.
9. Remove your gloves and wash your hands thoroughly with soap and warm, running water for at least 20 seconds. Dry hands thoroughly and use the paper towel to turn off the water

SPILL KIT
Content and Placement

CONTENTS:

- ✓ 1 Ziplock storage bag, gallon size
- ✓ 4 Vinyl, disposable gloves
- ✓ Bandages: 2 regular
2 large
2 extra large
- ✓ 1 stack 4 x 4 gauze pads
- ✓ 1 diaper, small sized

PLACEMENT:

- ✓ In at least two, easily accessible places in the classroom(s)
- ✓ In the pocket of each staff's Head Start apron
- ✓ In the diapering area(s)
- ✓ In the red b pack/first aid kit
- ✓ In the kitchen next to the hand washing sink
- ✓ On the bus
- ✓ In the adult bathroom(s)
- ✓ In the parent room

***ALL SPILL KITS MUST BE PLACED OUT OF CHILDREN'S REACH**