First Aid Kits

**GENERAL PLAN/APPROACH:**

First aid kits must be readily available and stocked appropriately for the ages served and the program size. First aid kits must be maintained at each facility. Each kit must be accessible to staff members and parents at all times, and must be kept out of reach of children.

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<td>OREGON STATE OFFICE OF CHILD CARE:</td>
<td>OAR 414-300-0220(2) – Injuries</td>
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**PROCEDURE:**

**A. CENTER FIRST AID KITS**

1. **Center First Aid Kits will include:**
   - First Aid Handbook
   - Band-Aids – finger size (10)
   - Adhesive Tape – ½” width (1)
   - Gauze Pads-Sterile – 4x4 (10)
   - Stretch Gauze Bandage – 4” width (2)
   - Triangular Bandage (1)
   - Disposable Vinyl Gloves (4) (in zip-lock bag)
   - Cold pack
   - Scissors

2. **Center First Aid Kits will:**
   - Be provided to the center by the Health Services Department
   - Be **easily accessible** to all staff and parents
   - Have a **FIRST AID KIT** sign posted in clear view either on it, above it, or on the cabinet door where the First Aid Kit is located
B. PLAYGROUND AND FIELD TRIP FIRST AID KITS (Red Back Packs)

1. **Red backpack first aid kits** will include:
   - Spill Kit
   - Disposable Ice Pack
   - Band-Aids – assorted sizes in a zip-lock bag
   - CPR Mouth Shield
   - Required prescribed medication for children – it may be needed on playground, while on a field trip, or EHS walking field trips, etc. (e.g. inhaler, nebulizer, Epi-Pen, etc.)

2. **Red backpack first aid kits** will be:
   - **Provided for each class and/or each bus** by the Health Service Department.
   - **Available** for use whenever children are outside of the classroom (while children are on the playground and/or on a field trip, or EHS-walking field trip).
   - **Restocked/checked** by staff as assigned by the Site Manager.
   - **Available for the Head Start/EHS bus driver** for easy access (in addition to a regulation Dept. of Transportation First Aid Kit carried on the bus).
   - **Stored out of reach of children** when not being worn on the body of a staff person, either being hung up on a hook in the classroom or playground or put in a cabinet but NEVER left outside. *(They must be worn while on field trips or EHS walking field trips)*.
   - **Monitored to ensure compliance** with procedure by the Site Manager.
   - **Replaced**, as needed, by the Health Services Department when they become significantly worn or the zippers or webbed belting is unusable.

C. MAINTAINING FIRST AID KITS

1. First aid kits are restocked after use.

2. At least monthly, an inventory check is done by Center Staff as assigned by the Site Manager.

3. Health Services will supply replacement items upon request as needed.