

FIRST AID KITS POLICY

Reason this policy is important:

Child care settings must safeguard each child in care and staff. All staff should be prepared to deal with any injury or accident that may happen during child care, in order to minimize the effects of such events. Easy access to required supplies and directions is essential to that responsibility. Therefore, the facility should maintain First Aid Kits wherever children are located, including one for that can be taken to the playground, on all trips away from the facility, and in any vehicle used to transport children.

Procedure and Practices, including responsible person(s):

Each First Aid Kit shall be a closed container for storing only First Aid supplies, accessible to child care staff at all times but out of reach of children. First Aid Kits shall contain at least the following items: Also listed on the First Aid Kit Inventory.

- a) Adhesive bandage strips / band-aids of different sizes;
- b) Bandage tape;
- c) Coins for using a pay phone;
- d) Cold packs;
- e) CPR mouth barrier;
- f) Emergency contact cards: facility phone numbers, parents' home / work phone numbers, etc. These cards should include recent pictures of all children.
- g) Eye dressing;
- h) First Aid chart (current American Academy of Pediatrics / AAP) or equivalent guide;
- i) Gauze pads and rolled gauze;
- j) Gloves, disposable and nonporous;
- k) Liquid soap;
- l) Medications needed for child with special needs or one being treated temporarily;
- m) Paper towels;
- n) Pen / pencil and note pad;
- o) Plastic bags for cloths, gauze, and other materials used in handling blood or biological waste;
- p) Poison Control Center phone number;
- q) Scissors;
- r) Splints, small plastic or metal;
- s) Thermometer, non-glass, to measure children's temperatures;
- t) Triangular bandages; Safety pins to hold bandages;
- u) Tweezers;
- v) Bottled Water, if not near water source.

First Aid Kits will be located:

First Aid Kits will be re-stocked after every use by staff who have used them, and all kits will be checked by _____ (staff title/name) to replace missing or expired items at least monthly. See First Aid Kit Inventory.

When this policy applies:

At all times and places where child care is being done.

Communication plan for staff and parents:

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates.

References:

- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse, health department, EMS, Health consultant)

_____ Staff member

_____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

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