



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY AND PROCEDURE**

NO. 01 ISSUE 1
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Updated

SUBJECT: CLASSROOM FIRST AID KITS

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[Signature]
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PURPOSE

To ensure all infants, toddlers and children receive first aid promptly when needed.

POLICY

Preschool Services Department adheres to the State of California Licensing requirement and Head Start regulations which require all classrooms be equipped with a First Aid Kit that is assessable to staff, but inaccessible to children. The First Aid Kit will accompany teaching staff on all field trips, during outdoor play, and during fire and earth quake drills. The contents of the first aid kit are prescribed by Title 22, Division 12 Child Day Care General Licensing Requirements which includes the following:

The licensee shall maintain the following first aid supplies in a location accessible to staff, but inaccessible to children:

A current edition of a first aid manual	Sterile 4x4 gauze pads
Bandages or roller bandages	Adhesive Tape
Paper Tape	Scissors
Tweezers	Thermometer
Antiseptic wipes	Gloves
Cold compresses	Triangular bandages
"First aid kit checklist"	

First aid supplies inside kits should remain organized and accessible. Supplies must be kept well stocked, but not over stocked. Do not overfill kits with supplies as this may make it difficult to access items needed in an emergency.

REFERENCE

1304.22(f)(1); CCR Title 22, Division 12, Chapter 1, Article 6, 101226(d)

PROCEDURE

- *Lead Teacher will re-stock the First Aid Kit every Friday*
- *The Site Supervisor will monitor the kit monthly and sign off on the First Aid Kit Check list. (The checklist is to assist the Site Supervisors to keep first aid kits adequately stocked).*

- *The Butler Building staff will provide the metal kit boxes and all supplies.*
- *All supplies should be checked at inventory time to make sure they are not expired and items are dry and intact.*

Please note: In addition to first aid kits and supplies, there is a licensing requirement that emergency lighting be readily available. Therefore a flashlight should be kept near every first aid kit for easy access. Flashlights which have magnet built into them are ideal for attaching directly to the first aid kit box. Magnetic flashlights or battery-operated ones can be ordered from the Butler Building.

The Earthquake/Disaster Emergency Kits have many more supplies (ointments, water, food, blankets, etc), which would be available to you in the event of a true disaster.

Steps in using a scan thermometer

1. **Wash your hands**
2. Clean the round part of the scan thermometer with antiseptic wipe
3. Make sure batteries are in working condition
4. Place the thermometer pointing at the child's forehead
5. Slide the thermometer across the child forehead, being careful not to touch the child's skin.
6. Wait for results and record results in the child's file.
7. Clean the thermometer with antiseptic wipe before putting away
8. **Wash your hands**