

First Aid Procedure

Purpose

This document explains when and where to use a classroom first aid kit and how to inventory the contents.

Procedure

1. Take the first aid kit on field trips, to play areas and on emergency drills. Keep the kit in a clearly marked location known to all staff and volunteers and out of reach of children.
2. Inventory the first aid kit each month using the *Monthly First Aid Kit Inspection Checklist* and restock as needed. Centers are responsible for purchasing supplies.
3. Be aware of infection control when administering first aid and always follow Universal Precautions. Restock the kit after using it and return it to its original storage place.
4. All site team members, who are regularly with children, must be trained and current in First Aid and Pediatric CPR. Site teams will orient volunteers on *Universal Precautions Procedure* and First Aid. At least one staff person with current CPR and First Aid training must be present with children at all times.

Related Documents

Monthly First Aid Kit Inspection Checklist
Universal Precautions Procedure