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| Policy Title: | First Aid/CPR/First Aid Kits | Revision Date: | 7/28/17 |
| Contact Person: | Health Manager | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All SPCAA Staff | SPCAA Board Approval Date: |  |
| References: | 1302.47(4)(J), MS 746.4001 | Advisory Approval Date: |  |
| Related Documents: |  |

**Performance Objective:** All SPCAA/Head Start/Early Head Start staff members have up-to-date documentation of satisfactory completion of training in pediatric first aid and current certification in pediatric CPR. Records of successful completion of training in pediatric first aid and CPR is maintained in the personnel files of the facility. Training is done once a year and for new staff training is done at New Employee Orientation (NEO).

It is the procedure of SPCAA Head Start/ Early Head Start to ensure the First Aid kits are restocked regularly. SPCAA Head Start and Early Head Start assign each site the task to inventory and restock supplies. A monthly inventory of all First Aid supplies is conducted and kits are checked for any expired items.

 **Procedures:**

1. The Site Managers will instruct all staff where the First Aid kits are kept in the center. The location of first aid kits are labeled and identified in each classroom.
2. All centers will have available a First Aid Kit for any outing away from the center. A fanny pack or back pack is used to carry First Aid supplies to the playground.
3. At the Partner site children with any medical needs are sent to the school nurse.
4. First Aid kits contains the following supplies:
* A Guide to First Aid and Emergency Care
* Adhesive Tape
* Antiseptic Solution or Wipes
* Cotton Balls
* Multi-size adhesive bandages
* Scissors
* Sterile gauze pads
* Thermometer, preferably non-glass
* Thermometer covers
* Tweezers
* Water Proof disposable gloves

**Monitoring**

Monitoring is done in the Fall, Spring and Local Self-Assessment (LSA)/Think Tank to include follow-up. Additional monitoring is done as needed