Department: Safe Environments	Approval Date: 5/27/2014	Policy Number: 9010
Regulation Number: 1302.47(b)(1)(vi)	Regulation Topic: First Aid Kits	Policy Title: First Aid Kit Requirements

Policy:

To ensure that staff is prepared to respond to medical and dental health emergencies, direct service providers must have a documented procedure for monitoring and regularly inventorying emergency supplies. This procedure must ensure that first aid kits include at a minimum the following items:

- First aid items specific to the classroom, playground, and fieldtrips
- Various types and sizes of gauze and bandages, disposable nonporous latex-free or non-powdered latex gloves, scissors, tweezers, digital thermometer, and cold packs
- Supplies need to be age appropriate and encompass all age groups receiving services

The documented procedure should also designate the responsible party for conducting regular inventories and monitoring expiration dates. It must also include the checklist that will be used to note inventories required and on-hand, and re-stocking as necessary. Additionally, the procedure shall include parameters for staff first aid kit training and be maintained on file and are subject to random audit by MARC Head Start staff.