

Doña Ana County Head Start

Monthly FIRST AID Inventory – Year round & Ongoing

SUB-PART B - CHILD HEALTH AND SAFETY. Performance Standard: 1304.22(f). **Objective: First Aid kits.**
 & Performance Standard: **1304.22(f)(1).** **Objective: Readily available, well-supplied first aid kits appropriate for the ages served and the program size must be maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be kept out of the reach of children.**

METHOD: To meet the above stated objective, Doña Ana County Head Start staff will:

- ___ abide by the New Mexico Child Care Licensing Regulation regarding first aid kits in the centers;
- ___ provide a complete first aid kit at the beginning of each Head Start year for each center;
- ___ provide a fanny pack, containing first aid supplies, to each Teacher & T.A. Fanny packs are to be utilized during outdoor play/time and on field trips;
- ___ provide each center with well-stocked duffel bag for emergencies that entail leaving the classroom site;
- ___ ensure that first aid kit is replenished weekly and/or as needed;
- ___ use the Monthly First Aid Inventory form to request first aid supplies.

Target Date: August – May. **Person Responsible:** Health/Nutrition Specialist; Center Staff; Support Staff; Data Entry Person;

Documentation: Health Box Inventory; Monthly First Aid Inventory

SUB-PART B - CHILD HEALTH AND SAFETY. Performance Standard: **1304.22(f)(2).** **Objective: First aid kits must be restocked after use, and an inventory must be conducted at regular intervals.**

METHOD: To meet the above stated objective, Doña Ana County Head Start staff will:

- ___ provide an inventory list for every center to complete and return to the Health Services Specialist;
- ___ complete the Monthly First Aid Inventory checklist at every center and submit it to the Health Specialist as needed and by the end of each month;
- ___ provide needed first aid supplies to the center within 48 hours.

Target Date: August – May. **Person Responsible:** Health/Nutrition Specialist; Center Staff; Support Staff; Data Entry Person

Documentation: Health Box Inventory; Monthly First Aid Inventory;

Center: _____ **Month / Date:** _____

Person turning in the Inventory/order: _____

Reviewed By/Date _____
 Action Needed Not Needed
 Follow Up Date _____

Supplies sent by: _____

Inventory Counted	Additional First Aid Supplies		
	Item Name	Expected Inventory	NEED
	Instant cold compress	5	
	ThermoScan covers	1 box	
	Thermometer	1	
	Vomit Absorbent	1 bottle	
	Disposable First Aid Gloves	1 box	
	Small Bar of soap	1	

Inventory Counted	Supplies for 2 Fanny Packs		
	Item Name	Expected Inventory	NEED
	Germ-X	1/1	
	Sanitary napkin	1/1	
	Vomit bag	1/1	
	Instant cold compress	1/1	
	Pairs of vinyl gloves	2/2	
	Small Bar of soap	1/1	
	4 inch Band-Aids	3/3	
	3 1/4 inch Band-Aids	3/3	
	2 1/4 inch Band-Aids	5/5	
	Tissue- travel size	1/1	

Inventory Counted	Supplies for 2 Aprons		
	Item Name	Expected Inventory	NEED
	Ultra-Thin Sanitary napkin	1/1	
	Instant cold compress	1/1	
	Pairs of vinyl gloves	1/1	
	4 inch Band-Aids	3/3	
	3 1/4 inch Band-Aids	3/3	
	2 1/4 inch Band-Aids	4/4	
	Tissue- travel size	1/1	

Inventory Counted	Bleeding		
	Item Name	Amount required	NEED
	Bleeding instruction card	1	
	Gauze Sponges	6	
	Rolled Bandage	1	
	Large dressing	1	
	Roll Tape	1	
	Pair disposable gloves	1	

Inventory Counted	Shock		
	Item Name	Amount required	NEED
	Shock instruction card	1	
	Emergency blanket	1	
	Pair disposable gloves	1	

Inventory Counted	Head & Spine		
	Item Name	Expected Inventory	NEED
	Head & Spine instruction card	1	
	Gauze Sponges	6	
	Rolled Bandage	1	
	Roll Tape	1	
	Pair disposable gloves	1	

Inventory Counted	Bites & Stings		
	Item Name	Amount required	NEED
	Bites & Stings instruction card	1	
	Gauze Sponges	6	
	Rolled Bandage	1	
	Pair disposable gloves	1	
	Tweezers	1	
	Insect bite towelettes	2	
	Instant Ice pack	1	

Inventory Counted	Eye		
	Item Name	Expected Inventory	NEED
	Eye instruction card	1	
	Eye wash	1	
	Rolled Bandage	1	
	Pair eye pads	1	
	Roll tape	1	
	Instant ice pack	1	
	Pair disposable gloves	1	

Inventory Counted	Breathing		
	Item Name	Expected Inventory	NEED
	Set of breathing & CPR instruction card	1	
	Gauze Sponges	6	
	Mouth to Mouth Barrier	1	
	Pair disposable gloves	1	

Inventory Counted	Burns		
	Item Name	Expected Inventory	NEED
	Burns instruction card	1	
	Gauze Sponges	6	
	Rolled Bandages	1	
	Roll Tape	1	
	Pair disposable gloves	1	

Inventory Counted	Bone		
	Item Name	Expected Inventory	NEED
	Bone instruction card	1	
	Gauze Sponges	6	
	Rolled Bandage	1	
	Roll Tape	1	
	Triangular Bandage	1	
	Instant ice pack	1	
	Pair disposable gloves	1	