



Campus: \_\_\_\_\_

**Head Start--- Base First Aid Kit ---Weekly Checklist**

Two Week Monitoring Tool		Week of: _____ Custodial Staff: Must monitor & replenish as indicated & initial weekly					Campus Director must monitor for compliance weekly and initial	Week of: _____ Custodial Staff: Must monitor & replenish as indicated & initial weekly					Campus Director must monitor for compliance weekly and initial
SUPPLIES	AMT	Mon.	Tues.	Wed.	Thurs.	Fri.		Mon.	Tues.	Wed.	Thurs.	Fri.	
Antiseptic Spray	1 can/bottle												
Antiseptic Wipes	2-4 bx 18 ct												
Adhesive Bandages	2 bx 80 ct												
Adhesive Tape	1 roll												
Sterile Gauze Pads	50-100												
Tweezers	1												
Scissors	1												
Cotton Balls	50 to 75												
Thermometer	1												
Probe Covers	1 to 100												
Vinyl Gloves	10- 15 pr												
First Aid Guide	1-5												
CPR Face Shield	2-4												
Self-Adhesive Wrap	2 rolls												
Kleenex packets	5-10 packs												
Tooth Saver Kit	1 bottle												

Base First Aid Kit must be checked weekly by custodial staff/assigned staff for expired and/or needed supplies.

When no supplies used – custodial staff must indicate by placing a check mark by each item.

When supplies are used – custodial staff must indicate amount used and replenish weekly and initial.

If supplies are needed to stock the kit, extra supplies must be obtained from the campus storage unit. **When the campus storage unit supply is depleted the Campus Director must submit a Supply Ticket per Agency Protocol.** ---Staff’s personal items are not allowed in student first aid kits. \*Staff Rescue Medication requires a separate kit.

\*\*Campus Directors must monitor for procedure compliance weekly and initial verification. The original two-week monitoring tool/s must be submitted to the Health Team by the 5<sup>th</sup> of each month. Campus Director must maintain copies for Licensing and or Administrative Staff review.

Assigned Staff Signature & initials: \_\_\_\_\_

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