



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

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

Two Week Monitoring Tool		Week of: _____					Campus Director must monitor for weekly compliance & initial	Week of: _____					Campus Director must monitor for weekly compliance & initial
		Custodial Staff: Must monitor & replenish as indicated & initial weekly						Custodial Staff: Must monitor & replenish as indicated & initial weekly					
SUPPLIES	AMT	Mon.	Tues.	Wed.	Thurs.	Fri.		Mon.	Tues.	Wed.	Thurs.	Fri.	
Antiseptic Wipes	10 to 20												
Adhesive Bandages (multiple sizes)	10 to 20												
Adhesive Tape	1 roll												
Sterile Gauze Pads	5 to 10												
Self-Adhesive Wrap	1 each												
Scissors & Tweezers	1 each												
Vinyl Gloves	2 to 6 pr												
First Aid Guide	1 to 2												
CPR Face Shield	2 to 3												
Kleenex packet	1 to 2												
Travel Size Eye Wash	1 bottle												
Thermometer	1												
Therm. Probe Covers	25 to 50												
Student Emergency Contact CP form 1520	1 ea. student												

Classroom First Aid Kit must be checked weekly by custodial staff/assigned ISD campus staff or when notified by classroom staff of needed supplies. When supplies are used – Custodial staff must indicate amount used and replenish weekly or when supplies are requested by classroom staff. If supplies are needed to stock the kit, extra supplies must be obtained from the Campus Base Kit. When supply items are depleted from the Base Kit, the Campus Director or assigned staff must be notified to replenish Base Kit supplies from the campus storage unit. When the campus storage unit supply is depleted the Campus Director must submit a list of supplies needed to the health team in Linden. ---Staff’s personal items are not allowed in classroom first aid kit. \*Staff Rescue Medication requires a separate kit.

**\*\*Campus Directors must monitor for procedure compliance weekly and initial for 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.**

Custodial Staff Signature & initials: \_\_\_\_\_ Custodial Staff Signature & initials: \_\_\_\_\_