


Performance Standard:	Subpart D - Health Services	<h2 style="text-align: center; color: #800040;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	Health 1302.47 b 1 vi; Safety 1303.71	
Reference:	OKDHS-Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	First Aid Kit Monthly Checklist, Safe Environment Checklist	
Responsible:	Health Manager, Safety Manager	

First Aid Kits

Policy

All INCA classrooms have readily available, well-supplied first aid kits appropriate for the ages served and available on outings away from the site and accessible to staff members at all times but kept out of the reach of children.

First Aid Kits

First Aid kits are available in each classroom and are accessible to all staff members at all times.

- First aid kits are kept out of the reach of all children.
- First aid kits are mounted on walls and clearly with a Red Cross Emblem.
- Emergency backpacks are equipped with First Aid Supplies. These are located near door exit.
- Classroom Teaching staff make sure that First Aid kits are available on field trips, bus rides and on playground. (See also Field Trips policy).
- Health Manager assign responsibility to inventory and restock the first aid kits.
- First Aid Kit Monthly Checklist is kept in First Aid Kit. Classroom staff are responsible for checking monthly.

The following supplies are included in each First Aid Kit:

Bandage tape Rolled flexible or stretch gauze Sterile gauze pads 1 tweezers 1 cold pack Disposable latex free gloves Non-medicated adhesive strips 1 rounded end scissors 1 non-glass/ non-mercury thermometer	Current first-aid guide assorted plastic bags for disposal of items contaminated with blood or other body fluids Hand sanitizer / individually packaged moist,disposable towelettes Bottled water Pen/pencil and notepad Any additional items as determined necessary
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Health and Safety Training

INCA provides health and safety training to Head Start and Early Head Start staff which included the following:

- First Aid Safety practices
- Use of First Aid Kits

Ongoing Monitoring

- First Aid check is documented on the Safe Environment checklist monthly and turned in to the Safety Manager.

Definitions/Acronyms

PC - Policy Council
GB - Governing Board
INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.