



Campus: _____

Head Start--- Vehicle 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	1can/bottle												
Antiseptic Wipes	1-3 18ct bx												
Adhesive Bandages	30-80 assorted												
Adhesive Tape	1 roll												
Sterile Gauze Pads	10-30												
Tweezers	1												
Scissors	1												
Cotton Balls	25-50												
Thermometer	1												
Probe Covers	1-100												
Vinyl Gloves	8-10 pr												
First Aid Guide	1												
CPR Face Shield	2												
Kleenex packets	2-4												
Travel Size Eye Wash	1 bottle												
Tooth Saver Kit	1 bottle												

Vehicle First Aid Kit must be checked weekly by custodial/bus driver 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 list of supplies needed to the health team in Linden. ---Staff's personal items are not allowed in any 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 5th of each month. Campus Director must maintain copies for Licensing and or Administrative Staff review.

Assigned Staff Signature & initials: _____ Assigned Staff Signature & initials: _____

Original Form must remain in side pocket of 1st aid kit

revised 11/1/2018