

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice (Number)	No. of Pages
School Site Administrator	September 29, 2010		1 of 10

WAD Title (Limit to 4-6 Words)	Date Due (if applicable)	Not Applicable After this Date:
First Aid Supplies		/ 5/27/10

From:	Title:	Signature:	Telephone:
Kim Coates	Supervisor, Student Support Services Department		(415) 242-2615

Inform:

(x) Certificated Staff (x) Classified Staff () Parents () Post on Bulletin Board Other _____

Administrative Directive

SCHOOL FIRST AID SUPPLIES

WHAT? Each school site is responsible for ordering first aid supplies for the 2010-2011 school year. First aid supplies should include the following:

- office first aid supplies
- classroom kit for each class
- field trip kits (back pack)
- yard kits (fanny pack)

HOW? Refer to the attached lists of Classroom First Aid Kits, Office First Aid Supplies, Field Trip First Aid Kits, and Yard First Aid Kits. **First aid supplies, classroom containers, fanny packs and back packs can be ordered and kits can be assembled at the school site.**

WHERE? All supplies can be ordered from the warehouse. **The catalog can be found at www.sfusd.edu on the Warehouse Department web page.**

WHO? School site administrators or designee are responsible for ordering and tracking supplies. Monthly kit inventories are attached for your convenience.

WHEN? Supplies should be ordered as close to the start of the new school year as possible.

If you have any questions, please call the Nurse of the Day at 242-2615.

Approved	Cabinet Member:	Title:	Signature:
	Kevin Truitt	Associate Superintendent Student Support Services	

CLASSROOM FIRST AID KIT

QUANTITY	ITEM	CATALOG #
20	Antiseptic wipes	201600
1 box/100	Bandages (Band-aids) ¾" x 3"	200110
1	First Aid Instruction Card	130910
10	Gauze pads 3" x 3"	200870
10	Gloves, vinyl disposable	203466
20	Hand sanitizer wipes	201598
1	Plastic container	203502
1 box	Tissues	153467

- Every classroom should have a first aid kit. Plastic box from warehouse should be used as container. It can be found in the Warehouse catalog under First Aid Plastic Container #203502.
- Kits should be assembled at beginning of school year and teachers can replenish contents at monthly faculty meetings.
- Soap and water is the best method for cleaning wounds. If there is no running water, you may use the antiseptic wipes. Do not use hand sanitizer wipes to clean wounds.

MONTHLY CLASSROOM FIRST AID KIT INVENTORY

CONTENTS	S	O	N	D	J	F	M	A	M	J
20 Antisept. Wipes										
1 box Band-aids										
10 3x3 Gauze										
1 First Aid Instructions										
10 Gloves, vinyl										
20 Hand sanitizer wipes										
1 box Tissues										

This inventory can be attached to the back of the First Aid Instruction card.

OFFICE FIRST AID SUPPLIES

QUANTITY	ITEM	CATALOG #
3	Ace bandage 2" x 5 yds	200119
1 bottle	Alcohol	200042
1 bottle	Antibacterial soap	201597
1 box	Applicator, cotton tipped, 3"	200050
2 boxes	Bandage (Band-aids) adhesive ¼" x 3"	200110
1 box	Bandage (Band-aids) adhesive 2"x4"	200120
1 pkg	Bandage Compress 2"x 2"	200111
1 pkg	Bandage Compress 3"x 3"	200112
1	Bandage, Triangular 40" long side	200117
6	Cold pack, reusable	200461
1 pkg	Cotton balls, absorbent	200578
1	CPR Microshield	201987
1 pkg	Depressors, tongue, wooden	200629
1 box	Eye pads, sterile	200871
1	Flashlight with batteries	100810
1 box	Gauze pads, 3"x3"	200870
1 box	Gauze pads, Telfa 2"x3"	200872
1 box	Gloves, vinyl, disposable, small	203492
1 box	Gloves, vinyl, disposable, medium	203466
1 box	Gloves, vinyl, disposable, large	203493
1 box	Pins, safety assorted sizes, 22/box	111605
1 box	Sanitary Napkins #4	200873
1	Scissors, bandage, blunt point 5 ½ "	201858
2 rolls	Self adherent wrap 2" x 41 yds	200121
1 bottle	Skin cleanser, unscented	201596
1 roll	Tape, adhesive, surgical ½" x 10 yds	202107
1 roll	Tape, adhesive, surgical 1"x 10 yds	202108
1 roll	Tape, paper 1"x10 yds	202111
1 box	Thermometer covers, disposable	203474
1	Thermometer, digital, electronic	203473
1	Tweezers 3 ½"	202257

- Check first-aid supplies monthly and replenish stock as needed. (Office first-aid inventory attached)

MONTHLY OFFICE FIRST AID SUPPLY INVENTORY (page 1 of 2)

QUANTITY	SUPPLY	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
3	Ace bandage 2" x 5 yds										
1 box	Alcohol pads										
1 bottle	Antibacterial soap										
1 box	Applicator, cotton tipped, 3"										
2 boxes	Bandage (Band-aids) adhesive 1/2" x 3"										
1 boxes	Bandage (Band-aids) adhesive 2"x4"										
1 pkg	Bandage Compress 2" x 2"										
1 pkg	Bandage Compress 3" x 3"										
6	Cold pack, reusable										
1 pkg	Cotton balls, absorbent										
1	CPR Microshield										
1 pkg	Depressors, tongue, wooden										
1 box	Eye pads, sterile										
1	Flashlight with batteries										

MONTHLY OFFICE FIRST AID SUPPLY INVENTORY (page 2 of 2)

QUANTITY	SUPPLY	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1 box	Gauze pads, 3"x3"										
1 box	Gauze pads, Telfa 2" x3"										
1 box	Gloves, vinyl, disposable, small										
1 box	Gloves, vinyl, disposable, medium										
1 box	Gloves, vinyl, disposable, large										
1 box	Pins, safety assorted sizes,										
1 box	Sanitary Napkins #4										
1	Scissors, bandage, blunt point 5 ½ "										
2 rolls	Self adherent wrap 2" X 41 yds										
1 bottle	Skin cleanser (Phisoderm), unscented										
1 roll	Tape, adhesive, surgical ½" x 10 yds										
1 roll	Tape, adhesive, surgical 1"x 10 yds										
1 roll	Tape, paper 1"x10 yds										
1	Telfa pads, 100/box 2"x3"										
1	Thermometer covers, disposable										
1	Thermometer, digital, electronic										
3	Tweezers 3 ½"										

FIELD TRIP FIRST AID KIT

QUANTITY	ITEM	CATALOG #
1 roll	Adhesive tape, surgical 1"x 10 yds	202108
10	Antiseptic wipes	201600
1	Back Pack	203500
10	Band-aids 3/4" x 3"	200110
10	Cotton balls	200578
1	Eye patch	200871
10	Gauze pads, 3"x 3"	200870
20	Gloves, vinyl disposable	203466
1	Hand sanitizer 12 oz bottle	201601
2	Instant Cold Pack	200462
2	Sanitary napkins	200873
1	Scissors, bandage, blunt point	201858
1	Self-adherent wrap 2" x 41 yds	200121
1	Triangular bandage, 40" long side	200117
1	Tweezers	202257

- Each school should have at least 2 field trip kits
- Each kit must be restocked after each field trip
- Field trip kits should be kept in the office
- For children with emergency medications at school, medications should be taken on field trips and can be carried in the back pack. Please remember to replace medications in designated place upon return to school.

MONTHLY FIELD TRIP FIRST AID KIT INVENTORY

(Laminate and attach to inner back pack)

QUANTITY	SUPPLY	S	O	N	D	J	F	M	A	M	J
1	Adhesive tape, surgical 1" x 10 yds										
10	Antiseptic wipes										
1	Back Pack (SFUSD logo)										
10	Band-aids 3/4" x 3"										
10	Cotton balls										
1	Eye patch										
10	Gauze pads, 3" x 3"										
20	Gloves, vinyl disposable										
1	Hand sanitizer 12 oz bottle										
2	Instant Cold Pack										
2	Sanitary napkins										
1	Scissors, bandage, blunt point										
1	Self adherent wrap 2" x 41 yds										
1	Triangular bandage, 40" long side										
1	Tweezers										

YARD FIRST AID KIT

QUANTITY	ITEM	CATALOG #
10	Antiseptic wipes	201600
20	Bandages (Band-aids) ¾" x 3"	200110
10	Cotton Balls	200578
1	Fanny Pack	203501
5	Gauze pads 3"x 3"	200870
10	Gloves, vinyl disposal	203466
10	Hand sanitizer wipes	201598
1	Sanitary napkins (can be used as compress)	200873

- **Each yard duty staff member should have an equipped fanny pack**
- **Kits can be assembled at beginning of school year and staff can replenish contents at monthly faculty meetings. (See Monthly Yard First Aid Kit Inventory)**

MONTHLY YARD FIRST AID KIT INVENTORY

(Laminate and attach to inner fanny pack)

QUANTITY	SUPPLY	S	O	N	D	J	F	M	A	M	J
10	Antiseptic wipes										
20	Bandages (Band-aids) 3/4" x 3"										
10	Cotton Balls										
1	Fanny Pack (SFUSD logo)										
5	Gauze pads 3" x 3"										
10	Gloves, vinyl disposal										
10	Hand sanitizer wipes										
1	Sanitary napkins (can be used as compress)										