Community Colleges of Spokane

Spokane County Head Start/ECEAP/EHS
FIRST-AID KIT INVENTORY CHECKLIST

Site _____ Classroom _____ Program year _____

1. The first-aid kit must be inventoried monthly.
2. Items not on the inventory checklist must be removed.
3. During each inventory, mark each item with a check mark (✓) to indicate that the item is in kit.
4. Replace items as used. Notify the appropriate person to re-order items when last item is taken from stock.

RESTOCK THESE ITEMS AS YOU USE THESE ITEMS			INVENTORY DOCUMENTATION											
QTY	**Item**	**Use**	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
10	3" x 3" sterile gauze squares	Clean and cover wounds												
4	Telfa pads	Non-adhesive wound cover												
1-2	Roll of gauze	Secure dressing or bandage/use with compress bandage for added support												
1	Compress bandage	Pressure dressing to control bleeding												
1-2	Tape (one for sensitive skin)	Secure dressing or bandage												
1	Pencil and note pad													
4-5	Safety pins													
3-4	Butterfly closure band-aids	Close minor wounds/only use to close for transport to medical center												
Variety	Band-aids (flexible)	Cover minor wounds												
1	Bottle of water	Irrigate wounds, rinse eyes												
1	Scissors													
1	Tweezers													
1	Triangular bandage	Make a sling												
4	Ice packs	Prevent/reduce swelling												
1	Ice pack cover	Insulate skin from direct contact with ice pack												
5	Gloves (nonporous, non latex, disposable)	Cover hands before administering first aid												
1	Plastic bag	Disposal of waste or vomit												
1	Thermometer													
1	Squeeze bottle	Use to direct water source: wound clean or eye rinse												
2	Oval eye pads													
2	Small dixie cups													
1	Flashlight	Source of emergency lighting												
1	CPR mask	Use to perform CPR												
1-2	Small splints	Immobilize sprained finger												
	Soap													
1	First-aid manual	Reference												
		Date (mm/dd/yy)												
		Initials												