

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**First Aid Kit**

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. A first Aid Kit is kept in each home and its location posted in a conspicuous place. Each kit contains:
  - Antiseptic
  - Assorted bandages
  - Sterile gauze pads
  - Thermometer
  - Scissors
  - Tweezers
  - Tape
  - Disposable Resuscitation Mask
  - Disposable Latex/Vinyl gloves
  - First aid manual
2. The Residential Manager for the home is responsible for maintaining the First Aid Kit and Manual in working order and making these available to staff for outings and in the facility vehicle.

## DISCUSSION: