

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

EMERGENCY FIRST AID “GO KIT”

Clarksville-Montgomery County School System requires that each school have two Emergency Go kits. One kit is to be located in the school health clinic for use by the school nurse (see HEA-F101-B for complete list of supplies). The other kit should be in an unlocked location accessible during after school hours designated by the building administration and nursing staff (gymnasium) (See HEA-F101-A for complete list of supplies). These kits are to be used for emergencies during and/or after school hours and in the event that multiple students require medical assistance during or following an emergency situation. Only properly trained staff should be responsible for administration of emergency medications; such as Epi-Pen, or Narcan. A standardized list of supplies for the emergency/go-kits is as follows:

Band-Aids	Ace wraps	Tweezers
Biohazard Bags	Gauze pads	Alcohol pads (health clinic only)
Kling wraps	Flashlight	Clipboard
Pen Light	Normal Saline	Pens/Marker
Eye wash	Batteries	Scissors
Cold compresses	Non-latex gloves	Whistle
Tape	Ammonia Inhalants	Privacy Sheets (health clinic only)

EpiPen (0.3mg for all schools) (0.15mg for elementary only) (1 dose per bag)

Red Reflective Safety Vest (health clinic only)

CPR mask

Blood Pressure Cuff (health clinic kit only) (manual adult for all schools) (manual pediatric for all schools)

Stop The Bleed Kit Stethoscope (health clinic kit only)

Narcan(health clinic only) Pulse Oximeter (health clinic kit only)

The school nurse is responsible for maintaining stock and checking expiration dates on any perishable items in the kit. The District Registered Nurse reorders supplies as requested.

The school nurse will also update and maintain a copy of the Student Roster with a Go Bag Inspection (updated every 9 weeks). An annual Faculty and Staff Roster (SAF-F017) will also be attached to each Emergency Go kit. The Student Roster and Faculty/Staff Roster can be found on the online Emergency Plan.

Implementing Procedures: None

Associated Documents: School After Hours Contact Information ([SAF-F017](#))
School Emergency Go-Kit Supply List ([HEA-F101-A](#))
Nurse Emergency Go Kit Supply List ([HEA-F101-B](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/20/06		Initial Release
2/16/09	A	List of supplies for kit added
3/1/10	B	Kit now labeled as “Emergency Go” kit, change to “two” kits at each location and state that one will be located at a site designated by the building administrator, describe when kits should be used.

2/8/11	C	Add third paragraph "A copy of the updated Student Roster...", Add SAF-F017 to Associated Documents
6/13/11	D	Added "for the emergency go-kits" to last sentence of first paragraph. Changed Policy and Procedure Manual of the School Nurse to Health Services Policy and Procedure Manual in second paragraph.
9/17/12	E	Change school nurse supervisor to District Registered Nurse.
6/3/13	F	Update list of supplies, add new supply list form HEA-F101, new logo
6/24/13	G	Add Nurse Manager to reorders supplies
4/1/15		Reviewed, no changes
3/14/16	H	Updated title and supply list. Deleted "Nurse Manager" from para.2.
7/1/19	I	Updated to reflect change from one to two kits. Removed reference to HEA-M001. Added HEA-F101-B to associated documents. Updated hyperlinks.
12/9/22	J	Specified that the other location determined by a building administrator should be an unlocked location in paragraph 1. Made slight updates to standardized supply list. Made slight changes to the final paragraph.

***** End of Policy *****