

## FIRST AID/CPR CERTIFIED PERSONNEL

1. The Chief Human Resources Officer is responsible for maintaining a current list of First Aid/CPR/Insulin/Glucagon trained staff for each school building and work site. The Chief Human Resources Officer will schedule training each year and provide communication to each Principal and Supervisor to insure that the required number of personnel are certified and identified at each location. Principals are encouraged to exceed the minimum number of certified staff to provide for adequate response in emergency situations.
2. The names of certified personnel shall be posted in each school office and made known to all staff in order to provide for the most efficient response possible.
3. Principals are responsible for maintaining, in each school office, current *Emergency Information Cards* for each student, updated at the beginning of each school year and maintained throughout the school year as new students enroll or as information changes. This card shall include a signed authorization by the parent/guardian giving the principal the authority to contact the appropriate parent/guardian or designee, the family physician or another physician in an emergency, and to arrange for transportation to an emergency room or hospital when immediate treatment is warranted.
4. The Principal/Department Director is also responsible for maintaining emergency contact information for each employee to provide for communication to appropriate individuals and to respond to an accident, sudden illness, or other emergency of the employee.
5. When accidental injury or illness occurs in the school, the teacher/staff member reports it immediately to the Principal/designee who is responsible for providing immediate care, notifying the parent/guardian and/or family physician, as warranted. In cases of a life-threatening emergency, the school official should immediately call the rescue squad and then notify the parent/guardian. If a school nurse is available, he/she should assist with this process and carry out this responsibility.

Adopted: FEBRUARY 1997

Revised: FEBRUARY 2009

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