

ADMINISTRATIVE POLICY

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

EMERGENCY FIRST AID KIT

Clarksville-Montgomery County School System requires that each school have two Emergency Go kits. These kits are to be located in the area of the school health clinic and in another location designated by the building administrator. These kits are to be used in the event that multiple students require medical assistance during or following an emergency situation. A standardized list of supplies for the emergency/go-kits is as follows:

band aids	ace wrap	tweezers
compression wrap	gauze	antiseptic hand gel
alcohol pads	cling wrap	flashlight
triangle bandage	eye wash	batteries
instant cold compress	latex gloves	
CPR mask	sting and bite relief swab	
ammonia inhalant	scissors	
biohazard bag	tape	

This list can also be found in the Health Services Policy and Procedure Manual ([HEA-M001](#)) and should also be attached to the Go-Kit. The school nurse is responsible for maintaining stock and checking expiration dates on any perishable items in the kit. The school nurse supervisor reorders supplies as requested.

A copy of the updated Student Roster (updated every 9 weeks) and the updated Faculty and Staff Roster (SAF-F017-updated at least annually) should 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

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.