

Regulation — STAFFORD TOWNSHIP BOARD OF EDUCATION

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Procedure For the Administration
of Potassium Iodide(KI)

R 5332 PROCEDURE FOR THE ADMINISTRATION OF POTASSIUM IODIDE (KI)

A. Preparedness

1. Identify all potential KI recipients by distributing a packet of information, including permission slips to all students of Stafford Township School District.
2. Collect all permission slips from every student. Participation is voluntary; however, a permission slip must be returned by each student indicating his or her preference for participation. If a student does not return a permission slip, the KI will NOT be administered.

B. Identification of Storage and dispensing Points

1. The potassium iodide will be stored in a locked file cabinet in the Nurse's Office.
2. The file cabinet will have a file folder for each classroom. Each folder will contain:
 - a. Completed permission slips;
 - b. A list with the name of each student/employee, who is to receive the KI. There will be space for the dosage, date, time and signature of the person administering the KI;
 - c. A bag containing thirty doses of KI; and
 - d. A pen.
3. The KI will be dispensed in the classroom.
4. Each classroom will have a "Go-Pack" (backpack) containing thirty disposable cups and one half gallon of water.



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C. Training

Each School Nurse will conduct annual training at a faculty meeting. A tabletop training exercise will be held within six months of the development of this procedure.

D. Response

1. The order to administer KI will be given by the Emergency Alert System or by the State or County Health Department to the Stafford Township Superintendent of Schools. The Superintendent of Schools will contact each Building Principal, to put the Potassium Iodide Procedure into effect in each school building.
2. KI will be administered in the "home" classroom. Students attending special area classes will be directed to return to their regular classrooms.
3. The School Nurse will retrieve the file folders from the locked file cabinet and deliver them to each classroom.
4. The classroom teacher will have the "Go-Packs" ready for use.
5. The classroom teacher will be responsible for administering the KI to him/herself and teaching assistants first and then to the students who have parental permission as indicated on the class list.
6. The teacher will sign the dosage, date, time and then his/her signature next to each student name he/she administers KI to.
7. The classroom teacher will administer KI only to those students having signed permission slips giving parental permission.
8. The Physical Education Teacher in each school will be responsible for administering KI to all employees who are not responsible for a classroom, such as administrators, secretaries, special area teachers, therapists,. These employees will report to the gym.



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9. The Transportation Supervisor will be responsible to administer KI to all transportation employees.
10. The Head Teacher in each program will administer KI to the employees and the students attending the Child Care Program and the Extended Day Program.

E. Notification and Activation During or After Evacuation

If the order to evacuate comes in advance of the recommendation to administer KI:

1. The School Nurse will deliver the file folders containing the KI to the classrooms.
2. The classroom teacher will bring the file folders and the Go-Kits on the bus with the students.
3. If the recommendation to administer KI is made during evacuation, school officials will notify each bus by radio communication.
4. The school staff will follow the procedures for administration.

F. Return

Once public officials determine it is safe to return, school officers will implement recovery procedures as specified in the Emergency Response Plan.

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