Regional School Unit 5
Durham · Freeport · Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Tom Gray, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Erica Mazzeo, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Danielle George, Kara Kaikini

CC: Trevor Bean, Jill Hooper, Erica Mazzeo

GUESTS: April Perkins, Director of Multilingual Programs for South Portland Schools *(formerly Maine State Director for Multilingual Programs)*

FROM: Tom Gray, Superintendent

DATE: September 4, 2025 ***Revised September 9, 2025***

RE: Policy Meeting – September 11, 2025

The Policy Committee is scheduled to meet on September 11, 2025 at 4:15 p.m. via Google Meet at the following link: https://meet.google.com/bzq-igsf-spm Or dial: (US) +1 929-324-9750 PIN: 497 098 116#

Agenda:

1. Appoint a Chair
2. Review Policies:
   - IHBEA - Program for Multilingual Learners
   - IHBEA-R - RSU No. 5 LAU Plan
3. Review Work Plan for 2025-2026
4. Review Policies:
   - EBCF - Automated External Defibrillators (AED's)
   - JLCE - First Aid and Emergency Medical Care ***(policy added to revised agenda)***
   - JICK - Bullying
   - JICK-R -Bullying Administrative Procedure
   - JJIF - Management of Concussions and Other Head Injuries
   - JJIF-E - Concussion Information Sheet

FIRST AID AND EMERGENCY MEDICAL CARE

As defined in the Maine School Health Manual, first aid is "immediate and temporary care in the event of an accident or injury before medical care can be obtained."

The Superintendent/designee shall establish and implement procedures for handling accidents and injuries, which shall make clear the responsibilities of various school personnel. They shall be based upon recommendations in the Maine School Health Manual. The Superintendent/designee shall maintain a system for accident reporting and for maintaining emergency health and contact information on each student. The Superintendent/designee shall also designate appropriate staff members to be responsible for administering first aid and will provide these individuals with appropriate training.

Legal Reference: 20-A MRSA § 4009

Adopted: March 24, 2010
Revised: March 27, 2013
Reviewed: September 25, 2019

FIRST AID AND EMERGENCY MEDICAL CARE

As defined in the Maine School Health Manual, first aid is "immediate and temporary care in the event of an accident or injury before medical care can be obtained."

The Superintendent/designee shall establish and implement procedures for handling accidents and injuries, which shall make clear the responsibilities of various school personnel. They shall be based upon recommendations in the Maine School Health Manual. The Superintendent/designee shall maintain a system for accident reporting and for maintaining emergency health and contact information on each student. The Superintendent/designee shall also designate appropriate staff members to be responsible for administering first aid and will provide these individuals with appropriate training.

Legal Reference: 20-A MRSA § 4009

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.