



KI STORAGE AND HANDLING

- Confirm that the quantity of tablets received from the Department of Health meets the needs based on the student and staff population.
- Provide a secure location but one that can be quickly accessed in an emergency. Supply may be separated into smaller, appropriately labeled containers for each classroom, homeroom, etc. depending on the school district's plan.
- Identify staff who will have access to KI tablets.
- KI must be stored in original packaging.
- Store in a dry place with a controlled room temperature between 68 and 77 degrees F.
- Store with the tablets:
 - KI label, provided by the Department of Health.
 - List of students with/without parent/guardian permission. **UPDATE AT LEAST ANNUALLY OR AS NEEDED**
 - Other supplies as may be necessary.
- Review KI distribution plans annually with staff.