



OPTIONS FOR KI ADMINISTRATION

KI ADMINISTRATION OPTION 1: HOMEROOM

- Administrator(s)

PREPARATION	IMPLEMENTATION
1. Identifies a protocol such that all students return to their assigned homeroom when an emergency occurs. *	1. Upon notification by Governor or public health officials, advise homeroom teachers to commence KI administration.
2. Provides homeroom census data to the Supply Officer.	2. Facilitates a timely evacuation process.

- Staff member(s) (Supply Officer)

PREPARATION	IMPLEMENTATION
1. Facilitates receipt of KI and coordinates distribution to homerooms.	1. Facilitates a timely evacuation process.
2. Places X number of individually foil wrapped tablets (based on the number of students per homeroom) into an envelope or other container (labeled by the school nurse) at the beginning of school.	
3. Disperses the envelopes/containers to all homerooms in the school, either at the beginning of a school year or at the time of an event, according to the school's implementation plan.	

* May need to adapt for students who opt for alternative evacuation plans (i.e. parent pick-up).

KI ADMINISTRATION OPTION 1: HOMEROOM

- School nurse(s)

PREPARATION	IMPLEMENTATION
1. Collects, receives and maintains a centralized list of those students who are/are not to receive KI in accordance with parent/guardian permission. Review and revise periodically as needed.	1. Be available to assess for illness and/or adverse reactions.
2. Provides each homeroom teacher with a list of students who are/are not to receive KI annually. List should be kept in each envelope/container with the tablets for each particular homeroom.	2. Facilitates a timely evacuation process
3. Ensures the instructions provided by DOH are placed inside each envelope/container.	
4. Acts as a resource for staff and parents/guardians regarding KI.	

KI ADMINISTRATION OPTION 1: HOMEROOM

- Homeroom teacher(s)

PREPARATION	IMPLEMENTATION
1. Familiarizes oneself with the school's implementation plan.	1. Upon notification from school administrator, places the envelope/ container of KI tablets on the desk and opens it to reveal the appropriate instructions (provided by DOH).
2. Identifies a secure storage site: a) within the homeroom or b) an alternative secure site (ex: a locker or closet in close proximity to the homeroom); c) the school plan has identified a central location storage site and tablets are distributed to each homeroom when needed.	2. Ensures that the students whose parents/guardians did not give consent do not receive KI, and provides reassurance.
	3. Arranges for students to approach the desk in an orderly fashion and voluntarily take one individually wrapped KI tablet out of the envelope/container, following the dosage instructions.
	4. Facilitates the availability of additional supplies as needed.
	5. Facilitates a timely evacuation process.



KI ADMINISTRATION OPTION 2: CENTRAL SITE

- Administrator(s)

PREPARATION	IMPLEMENTATION
1. Identifies a protocol such that all students proceed to a centralized location (i.e. gym, cafeteria, auditorium) when an emergency occurs.	1. Upon notification by Governor or public health officials, instruct assigned staff members to proceed to the centralized location to assist with KI distribution.
2. Assigns staff members, as needed, to centralized location to perform identified roles (i.e. traffic control, KI distribution, maintain order, etc.).*	2. Facilitates a timely evacuation process.

- Staff member(s) (Supply Officer)

PREPARATION	IMPLEMENTATION
1. Facilitates receipt of KI and maintains the centralized location and storage of the school's KI.	1. Ensures school supply of KI is delivered to centralized location.
2. Depending on school plan, may divide the total quantity of pills into smaller amounts (i.e. grades) to facilitate quicker distribution. Each of these smaller amounts will need appropriate instructions and/or labels provided by the school nurse.	2. Replenishes supplies as needed.
	3. Facilitates a timely evacuation process.

* May need to adapt for students who opt for alternative evacuation plans (i.e. parent pick-up).

KI ADMINISTRATION OPTION 2: CENTRAL SITE

- School nurse(s)

PREPARATION	IMPLEMENTATION
1. Collects, receives and maintains a centralized list of those students who are/are not to receive KI in accordance with parent/guardian permission. Review and revise periodically as needed.	1. Be available to assess for illness and/or adverse reactions.
2. Provides each distribution point within the central site with an appropriate list of students who are/are not to receive KI.	2. Facilitates a timely evacuation process.
3. Ensures the instructions provided by DOH are placed on the inside cover of each envelope/container and are easily accessible.	
4. Acts as a resource for staff and parent/guardians regarding KI.	

- Assigned staff members for the centralized location

PREPARATION	IMPLEMENTATION
1. Familiarizes oneself with the KI distribution process.	1. Upon notification from school administrator, proceeds to the centralized location and assumes role as assigned.
	2. Arranges for students, in an orderly fashion, to voluntarily take one individually wrapped KI tablet, following dosage instructions.
	3. Facilitates a timely evacuation process.