

St. Tammany Parish School Board Safe Schools and First Aid Procedures for Substitutes

- Substitutes are responsible for making sure the learning environment is safe.
- At the beginning of the day, become aware of your surroundings, look for safety hazards or blocked exits, let the Principal know if you need a key to the classroom, in case of a lock down call, and introduce yourself to the surrounding teachers.
- Follow emergency code procedures posted on the wall in the classroom. Listen for commands given per the administration at the school site.
- Be aware of pre-designated primary and alternative evacuation routes.
- Always take the attendance record and/or grade book with you.
- Be prepared to take responsibility for students in and out of your classroom during a crisis situation.
- If an evacuation occurs, close the classroom door and turn out the lights as students leave.
- Leave the building in an orderly manner without rushing or crowding.
- Prior to the onset of bad weather, be aware of watch and warning signals within the school.
- Know the shelter area your class/students are expected to reach.
- Know how to lock the door from the inside of your classroom, in the case of a lock down call.
- If lock down occurs, tell students the following information once you are secure: They are allowed **ONE** phone call to a parent/guardian as an “assurance call” telling them that a lock down has occurred and I am safe. Students may tell their parent/guardian to go to the website for up to date information, www.stpsb.org. No other information should be given out.
- If a lock down is lengthy, **you** may log on to www.stpsb.org or call the following number for emergency update information: (985) 635-0801.
- Follow first aid procedures during emergency or regular class incidents.
- Universal Precautions should be used with all body fluids/blood. Disposable latex free gloves should be worn. (See Brochure for complete information).
- Students should report to the school nurse and/or designated personnel for injuries and you need to complete an incident/accident report form in the office.
- Send for the Principal and/or school nurse with name of injured student in case of severe injury. Keep student as stable as possible. **If possible, DO NOT MOVE THE STUDENT. STAY CALM.**
- **NEVER** give medication to a student and do not allow them to take it themselves. All medication is to be administered through the school nurse or designated personnel in the school office.
- Please refer to the General Healthcare Plans brochure for information on health care needs that a child may have while in your care. Please review the medical plan in place for an individual child, if applicable.
- Our school system is a smoke-free environment.
- **St. Tammany Parish School Board Policy does not allow corporal punishment.** No adult is to threaten or physically punish any student at any time.
- Notify the Principal’s office immediately if you have witnessed or suspect alcohol or a drug sale, usage or possession. If you suspect an overdose, threat of self-injurious behavior, or suicide, notify the Principal’s office **IMMEDIATELY** and keep the student as stable as possible. Take the threat seriously and tell the student you are concerned. **DO NOT LEAVE THE STUDENT ALONE.**
- All faculty/staff/volunteers/high school students should be wearing an ID Badge. Report any suspicious person to the Principal’s office immediately, ask for identification, and never leave the classroom alone.
- **Harassment is not tolerated.** Please refer to the Sexual Harassment Brochure and the St. Tammany Parish School Board Student/Parent Discipline Handbook pertaining to different forms of harassment.
- As a **Mandated Reporter**, report any suspected child abuse or neglect of a student’s physical or mental health or welfare to the Principal and/or School Counselor. You will need to complete a form from the State Dept. of Human Resources and Children’s Protective Agencies. Please refer to the brochure on Child Abuse and Neglect. The Principal and/or Guidance Counselor will assist in completing the form.
- **CONFIDENTIALITY MUST BE MAINTAINED AT ALL TIMES.**