

Information for Physician Standing Order



A standing order is a physician's order for a medication that is written by the school physician for the whole population of students. Standing orders should be regularly reviewed and updated annually. Each School Health Office should have a copy of the original order as it was executed for the district's central office (Schwab, 2001).

Obtain a standing order from the school physician for distribution of potassium iodide to the school population (students and staff) in the event of a nuclear emergency and upon advisement by public health officials. Standing orders should include:

- Order for potassium iodide shall be written in indelible ink, indelible pencil or typewriter.
- The order for potassium iodide will be from a licensed medical practitioner in the Commonwealth.
- Date of issue
- Dosage of potassium iodide

**TO BE TAKEN BY MOUTH WHEN INSTRUCTED BY PUBLIC HEALTH OFFICIALS
IN THE EVENT OF A RADIATION EXPOSURE.**

**TAKE ONE DOSE EVERY 24 HOURS.
DO NOT TAKE IT MORE OFTEN.
MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE
EFFECTS.**

DO NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE.

- The signature of the ordering practitioner.
- Review of the parental consent form prior to administering KI

For additional details, contact the Pennsylvania Department of Health, Bureau of Community Health Systems at (717)787-4366.

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 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.

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

- 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.	

- 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.	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.	

- 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).
1. Identifies a secure storage site: a) in a central location and distributed to each homeroom when needed; b) within the homeroom or c) an alternative secure site (ex: a locker or closet in close proximity to the homeroom).	2. Ensures that the students whose parents did not give consent do not receive KI and provide reassurance.
	3. Arranges for students to approach the desk in an orderly fashion and voluntarily take one individually foil 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 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.

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

- 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.

- 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 foil wrapped KI tablet, following dosage instructions.
	3. Facilitates a timely evacuation process.

KI STORAGE AND HANDLING

- Count tablets to confirm quantity received from the Department of Health
- 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 between a temperature of 15 to 30 degrees C (59 to 86 degrees F)
- Store with the tablets:
 - Instruction sheet, provided by the Department of Health
 - List of students with/without parent/guardian permission. **UPDATE ANNUALLY OR AS NEEDED.**
 - Other supplies as may be necessary
- Review KI distribution plans annually with staff