



PAULDING COUNTY SCHOOL DISTRICT

“Focused on Safety”

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www.paulding.k12.ga.us

Mr. Cliff Cole, Superintendent

Mr. David Colvard, Director of Safety and Athletics

WINTER QUARTER 2012

The purpose of this newsletter is to provide insight to all District employees for maintaining a safe and healthy environment for students, staff and visitors. Thank you for your positive comments and feedback from our earlier editions. If you have suggestions for topics for future editions, please let us know.

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TARGET SOLUTIONS ON-LINE PROGRAM INTRODUCED

In cooperation with the Georgia School Boards Association (GSBA), the Paulding County School District has partnered with Target Solutions to provide employees with an internet-based training and records management system. The goal is to provide valuable training and resources in a timely and convenient manner for our employees.

To allow employees to learn the new system, we are offering only one initial assignment. That assignment is to view the video on how to use our automatic external defibrillators (AED) which are located throughout the district.

We will eventually add more training videos and other documents for employees. Examples of future assignments include: Ethics for Educators, Avoiding Slips, Trips and Falls, New Policy Review and Guidelines for Employees, etc.

Employees will receive periodic email reminders from Target Solutions until they have completed the assignment.

ALERT ABNEY OFFICE STAFF ASSISTS PARENT

On Friday, January 13th a parent entered the office at Abney Elementary to pick up her children. School Secretary Charlotte Patterson and Office Clerk Kathy Taylor noticed the parent was slurring her speech and was walking “funny.” They asked if she was alright and she said “no.” 911 was called and an ambulance was dispatched. The parent was apparently having a stroke. She was transported to the hospital and was admitted. Due to the alert actions of the Abney office staff, the parent was given medication within one hour of the stroke which possibly made a difference. They also prevented

her from driving away from the school with her children which could have been disastrous. Kudos to Charlotte and Kathy!

STROKE WARNING SIGNS

Remember this: Act F.A.S.T.

FACE: Ask them to smile. Does one side droop?

ARMS: Ask them to raise both. Does one drift down?

SPEECH: Ask them to repeat a simple sentence. Do they slur? Have trouble repeating?

TIME: If the person shows any of these symptoms, time is important. Call 911 immediately.

HEART ATTACK WARNING SIGNS

(The following information is provided by the GASN Cardiovascular Task Force)

Discomfort or pain (described as pressure, squeezing, fullness) in the middle of the chest; lasting for more than a few minutes; may come and go. It is sometimes sudden and intense; sometimes slow and mild at first.

Discomfort in other parts of the upper body (neck, jaw, arm and back)

Shortness of breath

Nausea, feeling of impending doom; extreme fatigue; indigestion that continues

WHAT CAN YOU DO?

If any of the above symptoms are present, call 911 without delay. Do not drive yourself or the other person to the hospital. If their heart stops while you are driving you will not be able to properly assist them.

If victim is unresponsive with no normal breathing, call 911 and begin CPR. Seek the nearest AED.

If the victim is awake and complaining of chest pain, you may have them chew an aspirin tablet (or 2 baby aspirin) after you call 911.

PAULDING STUDENT HONORED



Photo courtesy of Paulding Neighbor—Staff photo by Lindsay Fendt

(L-R) Eddie Fincher, Principal Paulding County High School; Master Sgt. John Underwood, JROTC instructor; Cadet Sam Stalnaker; Sgt. Major Mark Hlasnicek, JROTC instructor; and Colnel James Gray, JROTC instructor

Samuel Stalnaker is a student and a member of the JROTC at Paulding County High School. Recently, Samuel and his mother were at their home when their 71 year old neighbor fell about 4-5 feet off her front porch. When Stalnaker and his mother heard screaming from the 71 year old lady's sister, they ran to provide assistance. Mrs. Stalnaker called 911 and handed the phone to her son. Sam was given brief instructions from the 911 operator and began CPR on the injured woman. Sam continued CPR for about 15 minutes until emergency personnel arrived on scene. The lady survived but was later removed from life support.

Due to his diligence and quick thinking, Sam provided CPR despite not knowing her condition, saving her life until emergency personnel arrived. For his actions, he was awarded the U.S. Army Cadet Command Coin of Excellence and Heroism Certificate.

MCGARITY STAFF REVIEWS “PASS” AT STAFF MEETING



McGarity Elementary recently shared an easy review of the fire extinguisher directions at one of their faculty meetings. The assistant principal and safety coordinator, Tracy Gaynor, printed out the directions with each word on a separate sheet of paper with the PASS acronym on different color paper. She then taped them randomly under the chairs before the faculty meeting. During the safety portion of the meeting, she asked the teachers to reach under their chairs... and... put the directions together. They had a great time doing it and it only took a few minutes! The lucky 4 people with PASS under their chair received a prize. PASS is the acronym we have asked all schools to place on their fire extinguishers. It is a quick reminder to (P) pull the pin (A) aim at the base of the fire (S) squeeze handle (S) sweep side to side. Kudos to Ms. Gaynor and the staff at McGarity for focusing on safety!

LOOK AROUND...



**Where is the nearest fire extinguisher?
Do you know how to use it?
Remember:**

P---Pull Pin
A—Aim at base of fire
S—Squeeze handle
S—Sweep side to side

Do you have a fire extinguisher in your automobile? Many vehicles have been totaled by a fire that could have easily been put out by a fire extinguisher. A small expenditure for an extinguisher placed in the trunk of your vehicle could save a life or a vehicle.

RISK MANAGEMENT SERVICES BY GSBA

Workers compensation along with property and liability insurance for the school district are handled by the Risk Management Services Department of the Georgia School Boards Association (GSBA).

For more information on their services:

www.gsba.com/riskmgmt/home.htm



SAFETY TIP

Almost every school day that we have rain, the district will record one or more slips/falls by an employee.

A few tips to help prevent falls on wet days:

- Check the weather forecast. Wear appropriate footwear for wet conditions
- Upon entering the school, take plenty of time to wipe the bottom of your shoes on the entrance rug.
- Once you step off of the entrance rug, take small, easy steps. Often, the area just beyond the entrance rug will be wet and/or damp.

ANOTHER SAVE USING THE HEIMLICH



James Sesay and Union teacher Sue Ann Eady

In December, Sue Ann Eady, a 3rd grade teacher at Union Elementary, heard what she described as a “weird noise” during snack time. She looked over at one of her students and noticing he appeared to be choking, ran to his side. She directed another teacher to call the front office and she began performing the Heimlich on the student. Ms. Eady had cleared his airway before the nurse could get to the classroom! Ms. Eady credits the CPR/first aid training that is offered by the Paulding County School District for keeping her informed and trained for an event such as this.

DO YOU KNOW HOW TO DO THE HEIMLICH MANEUVER?

The link below will take you to very short video that shows you how to administer the Heimlich Maneuver.

<http://www.youtube.com/watch?v=kJDpr05zmB4>



Visual demonstration of the use of the Heimlich

NOTE: Everyone of our school cafeteria’s have a locked bulletin board that contains a first-aid for choking poster. The poster gives the instructions on how to administer the Heimlich Maneuver.

TO ALL EMPLOYEES OF THE PAULDING COUNTY SCHOOL DISTRICT (Full and Part time):

A reminder that if you are injured in any way while on the job, you are required to report to the assigned person at your school (usually the secretary) immediately. If that person is not available, make sure the information is shared with an administrator. The school MUST submit a First Report of Injury to our insurance carrier within 24 hours of the incident occurrence.

SLIPS, TRIPS AND FALLS: NUMBER ONE CAUSE OF ACCIDENTS

Most falls are a result of a slip or trip. This type of incident continues to be the number one reason for accidents in our district. Many of these could have been prevented. There are many factors that contribute to this, including improper footwear, lack of information or understanding of the risk, and apathy. All play a role in the high incidence of slips, trips and falls. Common causes include slippery floors due to spilled liquids, litter on the floor, obstructions on floors or stairs, and loose or frayed carpet.

We want our employees to continually think about “safety” in the workplace and to take all steps possible to help prevent injuries. Our employees can begin by careful selection of the footwear they choose to wear at work. Employees can also be proactive in reporting as well as assisting in cleaning up spills when they are noted.

THINK how YOU can prevent accidents!

ANONYMOUS SAFETY VIOLATION TIP LINE

The district has established a way for employees to anonymously report any safety violation or concern. The link can be found on the staff *intranet* under the **SAFETY** link. The submitter will not be asked for their name. They will be asked to answer the following questions: Date, location (school or facility) of the violation or concern, explanation of the concern or violation, and if the concern has been reported to the school or site administration. All tips submitted are fully investigated.

THINK ABOUT IT..... WHAT WOULD YOU DO?



You are leaving your school's campus. As you exit you notice that one of the security gates at the exit is loose from the pole it should be attached to. Do you stop, get out and re-connect it? Do you place a call to the school and advise someone? Do you ignore it and continue on?



DISTRICT SAFETY CONTACTS

David Colvard, CAA
Executive Director of Safety and Athletics
Dcolvard@paulding.k12.ga.us
770-443-8000 ext. 10205

Lisa Cook
Secretary for Safety and Athletics
lcook@paulding.k12.ga.us
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Jean Rogers
Workers Comp Contact
jrogers@paulding.k12.ga.us
770-443-8000 ext. 10222

Charles Kuss
Coordinator of Emergency Operations Center
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Sadie Locklear
Transportation Safety and Training
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770-443-8000 ext. 10195

Karen Mathis
Director of School Nutrition
plynch@paulding.k12.ga.us
770-443-8000 ext. 10153

Devlin Brewer
Safety Coordinator for Maintenance
debrewer@paulding.k12.ga.us
770-443-8000 ext. 10175

WORKERS COMPENSATION

The following is the list of approved physicians/medical facilities for workers compensation for the school district for 2010-2011:

Pinnacle Orthopedics
Dr. McGuire
Hiram, Georgia

Pinnacle Ortho/Sport Med
Dr. Duffield – Dr. Slutsky
Austell, Georgia

Cobb Eye Center
Dallas, Georgia

Dr. McKinley Bain
Marietta, Georgia

Center for Orthopedics/Sport Med
Marietta, Georgia

New Hope Urgent Care
Dallas, Georgia

Physicians Immediate Med of Hiram
Hiram, Georgia
Resurgeons Orthopedics
Dr. Osborn
Atlanta, Georgia

NOTE: Unless it is a true emergency, visits to any of the above must be approved through the district workers compensation office of Jean Rogers (ext. 10222).

The complete list is also available on the **WORKERS COMP link of the intranet.**

**THINK how YOU
can prevent
accidents!**

**MAKE SURE YOU KNOW
WHERE THE AED (s) ARE
LOCATED IN YOUR BUILDING
AND HOW TO USE THEM!**



The link below will take you to the short training video on our district web-site in which detailed instructions are given on using an AED. All district employees on the email system have been sent directions to review this video through the Target Solutions program prior to the end of the school year.

<http://www.paulding.k12.ga.us/media/AED/AED-Training.php>

**SAFETY LINK ON INTRANET
FOR EMPLOYEES**

The employee-only intranet for the school district has a great link for safety information. Principals and safety coordinators utilize this link often. Check out the important safety resources located there.