Medic First Aid CPR Certification Course Preparation Guide

Health Services | Special Education Office
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99654
P (907)-761-9221 | F (907) 761-4078

Planning

1. Determine if you will teach a course in semesters one, two, or both.
2. You are required to teach one class per school year to maintain your certification.
3. An instructor must complete a short recertification course if they do not teach a class each year.
4. Discuss CPR training with your build administrator.
5. Determine when the class will start.
6. Only school district employees and coaches can take this course.

Register and Initiate a Class

1. Create a roster using the designated Excell spreadsheet and upload it to the Google Registration link Google Form hyperlink or copy/paste link: https://forms.gle/sWZchVVDndLJGayX7
2. Name your file in the following convention:
    a. 24-25 SY WLE WDeGraffenried 09-10-2024
    b. School year | School Code | Your Name | Date Class Initiates

Course Notification:

1. You will be notified by MSBSDCPR@matsuk12.us once the class is created.
2. Enrolled students will receive an email from "Health and Safety Institute" [HSI] describing how to access the class's online portion.
3. Instructors can monitor participants progress through a link emailed from HSS to send periodic reminders.
4. You may decide to email individual students of their progress. Ask if they are going to start the modules, and let them know if they haven't started, they may decide to sign up for a future course, preventing them from paying the $15 incompletion fee.
5. Email MSBSDCPR@matsuk12.us to drop students not participating.

Skills Check-Off:

1. Group Skills Checkoffs: Set expectations for your group to attend the scheduled day.
2. Individual Skills Checkoffs: Schedule individuals according to availability.
3. Complete remediation during skills checkoffs to ensure demonstrated competence.
4. Complete the Class Skill Record for both individuals and your group.
5. Individual skills checkoffs will be processed with the same date. If you're checking them off over several months, send the skills checkoff sheet once a month, ensuring the class ID# is included.

Closing a Class

1. Invite participants to complete the Rate My Program.
2. Scan Rate My Program forms into one PDF document.
3. Scan the Pediatric First Aid-CPR AED Roster HLT 811c. All students must be submitted at the same time.
4. Submit both PDF documents to the CPR Course Completion Google Form.
5. Email MSBSDCPR@matsuk12.us the class is submitted to and closed.

Request and Schedule

1. Annie Dummies are stored at Palmer High and Houston High Schools.
2. Plan and coordinator with the Palmer or Houston High School Nurse for pick-up and drop-off.

Class Supply Preparations:

1. Print roster, Epi trainers, Anni dummies, Clorox wipes, gloves, chest bags, mouth barriers, scenarios, Narcan district guide, key-chain mouth barrier merch (as you are able).

Sample Email
Subject: Preparing for Your Medic First Aid Pediatric Plus CPR Certification Course

Dear [Participant's Name],

I hope this message finds you well. We are excited to have you on board for the upcoming Medic First Aid Pediatric Plus CPR Certification Course! As we prepare for the class, I want to share important information to ensure you're ready for a smooth and successful experience.

Steps to Prepare:

1. **Course Registration**: If you haven't yet done so, please email the school nurse your interest in the CPR class.

2. **Online Learning Module**: Once the course is created, you will receive an email from the "Health and Safety Institute" (HSI) with instructions on how to access and complete the online portion of the course. Please make sure to follow these instructions closely to stay on track completing the modules.

3. **Skills Completion Date**: We are in the process of setting a date and time for the group skills check-off session, which is a required part of the certification. I will notify you as soon as this is finalized. Group participation is highly encouraged to streamline the process, though we will accommodate individual checkoffs as necessary.

4. **Tracking Your Progress**: As your instructor, I will be able to monitor your progress online. I encourage you to begin the course modules as soon as possible. If you encounter any delays, please reach out to me. If you are unable to start the online portion promptly, you may opt to sign up for a future session to avoid the $15 incompletion fee.

Thank you for your commitment to completing this essential training. Should you have any questions or need further assistance, feel free to contact me.

Looking forward to working with you!

Warm regards,
[Your Full Name and Credentials]
School Nurse
Medic First Aid Pediatric Plus CPR Instructor