



HALL MONITOR #1 RESPONSIBILITIES

Shift: 8:50 a.m. – 12:30 p.m.

- Take the small first aid Kit and Hall Monitor lanyard out of the library.
- Go to the 3rd floor.
- Move a desk and chair from one of the classrooms or the hallway. Place it directly across from the elevator.
- Wear the Hall Monitor lanyard and remain on duty in the 3rd-floor hallway near the elevators.
- Monitor students in the hallway as they go to the restrooms or water fountains.
- If needed, remind students to properly wear their masks.
- Escort younger children to/from the restroom if needed.
- Step into a classroom should the teacher need to leave the room momentarily.
- Do **not** allow any student to use the elevator unless accompanied by an adult.
- Do **not** allow any student to leave the 3rd floor unless:
 - the student's class is going to snack, or
 - a teacher has escorted the student to the classroom doorway and you that the student has permission to go downstairs.
- Provide directions to authorized visitors (those wearing a Norwood School badge/lanyard), and escort **un**authorized visitors to the Common Room on the first level. Alert the General Manager or the on-duty Core Group member.
- At 12:30 or after all classes have gone downstairs to the Common Room, return the table and chair back to the place from which it was moved.
- Return the small first aid kit and Hall Monitor badge to the library.



STUDENT HEALTH EMERGENCIES OR MINOR INJURIES

If a student or other person has a health emergency, call 911 and request an ambulance. If administering first aid, direct someone else to call 911 and have them confirm that the call was completed. Do not assume that someone else has called 911 unless you observe them do it or they tell you they have made the call. When in doubt, err on the side of safety and call 911.

Ensure that the General Manager, other Keisho Center staff member, or a Core Group member is aware of the health emergency.

If a student or other person has a minor injury that requires a band-aid or ice pack, administer first aid using supplies from one of the first aid kit located either in the Library Room or with the Hall Monitor on the 3rd floor.

Record all minor injuries on the First Aid Log located inside the first aid kit.