
Re: CPR/AED/First Aid Training for Eugene School District 4J

From : Allan Chinn <chinn@4j.lane.edu> Thu, Sep 08, 2022 07:41 PM
Subject : Re: CPR/AED/First Aid Training for Eugene School District 4J
To : Kathrine Carnahan <carnahan_k@4j.lane.edu>

Hi Katharine,

- Name of your school: **Holt**
- Training location (gym, library, etc.): **Cafeteria**
- Date and start TIME you would like training to begin (trainer must finish by 5pm: **Friday, Oct. 14, 8:00-12:30**
- Number of staff who will attend (15 staff per training maximum) **I'll collect this info by next week, but I'm sure I'll have at least 10, if not 15.**

Let me know if you need any other info besides the

Allan

*Allan Chinn
Principal, Holt Elementary School
Eugene School District 4J
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From: "Kathrine Carnahan" <carnahan_k@4j.lane.edu>
To: "Allan Chinn" <chinn@4j.lane.edu>
Sent: Thursday, September 8, 2022 12:50:26 PM
Subject: CPR/AED/First Aid Training for Eugene School District 4J

Hello Allan,

The district is partnering with Cascade Heath this year to provide CPR, AED & First Aid training to 4j staff. This training is 5.5 hours long and staff will need to attend the entire training to become certified. The trainer is currently available **Monday** through **Friday** 8 am to 5 pm and will come to your site to train. The trainer can train 10 - 15 staff at each training.

To schedule a training for your school:

Please request your preferred date(s) and time(s) by sending an email request to:
Kathrine Carnahan, Department Secretary Health Services at carnahan_k@4j.lane.edu

Please include the following in your request:

- Name of your school:
- Training location (gym, library, etc.):
- Date and start TIME you would like training to begin (trainer must finish by 5pm)
- Number of staff who will attend (15 staff per training maximum)

NOTE: You may want to submit more than one date for scheduling purposes.

Once the trainer has confirmed the training date and time, Kathrine will send you a confirmation email and ask for the names of the staff who will attend.

Each site will need to provide the following set-up on the day of training:
Technology that will allow the trainer to play and project the training DVD
Table/chairs for each of the staff you want trained & for the trainer
Adequate floor space for the same number of staff to perform hands on training

To view your staff's trainings please click the link below: First Aid/CPR/Epi/Gluc/Med Admin
Eugene School District 4J
<https://docs.google.com/spreadsheets/d/1DKwFrW1oDH3IDxL7lg4CMtAEqhWibkDFBMnTbusPWWQ/edit#gid=0>

Please let me know if you have any questions or concerns.

Enjoy the rest of your day!

Best regards,

Kathrine Carnahan
Department Secretary Health Services
South Eugene High School - Eugene School District 4J
carnahan_k@4j.lane.edu
Tel - 541.790.8102
Fax - 541.790.8025
