



## Medicines and Drugs – A Safety Checklist



Medicines, both over-the-counter (OTC) and prescription, are a part of most people's lives. To use medicines safely and effectively, keep the following points in mind.

### What Is Dangerous?

If two or more drugs share the same effect, they may have a greater impact together than you might expect. For instance, a cold medication with antihistamine can dangerously increase the sedative effects of some painkillers, tranquilizers, anesthetics and barbiturates. On the other hand, an antacid can cause a blood-thinning drug to be absorbed too slowly to do much good or can make certain antibiotics useless.

Some foods, beverages and activities also don't mix with prescribed medications. Alcohol can be particularly toxic. Because it's a drug rather than a food it can produce serious side effects and is potentially fatal when taken with other drugs. Never consume alcohol with a drug intended for psychiatric or emotional problems, such as lithium carbonate or MAO inhibitors.

### Side Effects Can Compromise Safety

Many OTC medicines, such as cough, cold, allergy, weight loss and nerve-calming tablets can impair your reaction time, possibly affecting your driving or ability to operate power tools safely. Some drugs or drug combinations can also cause nausea, a stomach ache, an irregular heartbeat, prolonged vomiting, loss of consciousness, stroke, blindness, seizures or reac-

tions that poison your blood, raise your blood pressure or contribute to overweight.

### A Medicine & Drug Safety Checklist

- ✦ Always tell your physician what medicines you are already taking when a new one is prescribed. And check with your physician before taking combinations of over-the-counter medicines.
- ✦ To avoid the toxicity or double-dose effects of certain drug combinations, learn the chemical names of common remedies. Some remedies may also have unwanted ingredients, such as alcohol, aspirin or caffeine.
- ✦ If you need to take a medicine at night, turn the light on to avoid taking the wrong medicine.
- ✦ Store medicines together in a location separate from chemicals and foods. The best location is a locked cabinet in your bedroom rather than in the bathroom where humidity can dilute their potency.
- ✦ Always keep medicines out of reach of children, including children who are visitors. Children can be amazing climbers.
- ✦ Store medicines in their original, labeled containers with childproof caps.
- ✦ All medicines have an expiration date on them. Outdated medicines may be harmful or may no longer be effective. Discard outdated medicines by flushing them down the toilet.
- ✦ If the label comes off a container and there is any doubt about which medicine it is, discard it. ☠

# June is National Safety Month

According to the National Safety Council, every hour ten people are fatally injured and by the time you finish reading this sentence five more will have sustained disabling injuries. In an effort to promote public awareness and ultimately decrease injuries and deaths, both on and off the job, safety associations around the country are promoting the annual June observance of National Safety Month.

Officially, June has been divided into four safety weeks. Week one is devoted to safety in the workplace. Weeks two, three, and four are devoted to first aid/community safety, home safety, and driving safety, respectively.

Just for fun, take the following quiz to find out how much you know about safety:



1. What is one of the biggest preventable causes of accidents? (A) chewing gum; (B) poor housekeeping; (C) wearing safety shoes; or (D) skipping breakfast.
2. The routes of exposure to bloodborne pathogens include: (A) through broken skin of responder; (B) splash of body fluids into the responder's eyes; (C) rubbing contaminated clothing across the responder's hands; or (D) both A and B.
3. Compressed gas containers can be stored as follows: (A) with regulators on; (B) with combustible materials and near open flames; (C) with regulators removed and caps on; or (D) lying on their sides on the floor.
4. Testing of the air of a permit-required confined space must be done: (A) before entry into, during entry in, and after exiting the permit space; (B) only before entry into the

space; (C) before entry into and during entry in the permit space; or (D) only after the permit space is exited.

5. Safety rules for cranes allow: (A) riding the hook; (B) lifting loads over people; (C) lifting of two separately rigged loads; or (D) storage of tools in a toolbox in the cab.
6. Which of the following are methods used to prevent accidental contact with electrical currents: (A) personal protective equipment; (B) guarding; (C) grounding; or (D) all of the above.
7. What basic safety procedure do you need to know when an emergency occurs? (A) how to get to the appropriate exit; (B) where to get first aid; (C) where fire extinguishers are located; or (D) all of the above.
8. To prevent injuries to the back: (A) have regular and moderate physical exercise; (B) excessively twist, bend, and reach; (C) sit for prolonged periods; or (D) be in poor physical condition and have poor posture.
9. A personal fall arrest system can consist of the following components: (A) anchor, connectors, body harness, deceleration device; (B) anchor, connectors, body harness, safety net; (C) anchor, body belt, lifeline; or (D) connector, body harness, bridging device, lanyard.
10. What is an ignition source for flammable liquids? (A) cigarettes; (B) cutting torch; (C) operating motor; or (D) all of the above. ☀



ANSWERS:

1) B, 2) D, 3) C, 4) C, 5) D, 6) D, 7) A, 8) A, 9) A, 10) D

**Have comments, questions or opinions?  
Please let us know. [lcfeedback@njsbaig.org](mailto:lcfeedback@njsbaig.org)**

A primary focus of the Workers' Compensation Claims Department is to assure that only legitimate claims are paid. There are times when claims are called in and they are placed under investigation. District staff should understand it is not a denial, rather it is something that warrants further investigation before the claim can be accepted. In some instances, it may be necessary for NJSBAIG to assign our field investigator to visit the school and interview potential witnesses and supervisors.

If there is a slip and fall, were surveillance cameras in that area showing the accident actually occurred? If an injury occurred after hours, did the employee have permission to be in the building? Was this loss work related or personal?

Was the employee in the course and scope of their employment?

Communication with NJSBAIG and the injured employee's supervisors are critical to determining if a claim is work related. Also, it is imperative that all districts keep an internal accident report form that is completed and signed by the injured employee. If you have any concerns about a claim, please feel free to let us know and we will conduct an investigation. Should you have any questions, please feel free to contact Nancy Spector at extension 3008 or Connie Rogers at extension 3015.☀

*By Nancy Spector  
NJSBAIG Claim Supervisor*

## Infection Control Knowledge Pop Quiz

How well do your staff members practice infection control measures? Are they doing enough to keep your school infection-free? Test their knowledge with this pop quiz.

1.	True	False	Some viruses and bacteria can live from 20 minutes to more than 2 hours on surfaces like cafeteria tables, doorknobs, and desks.
2.	True	False	Nearly 22 million school days are lost annually due to the common cold alone.
3.	True	False	Any student with a MRSA skin infection should stay home from school.
4.	True	False	The main way that illnesses – like colds and flu – are spread is from person to person through touch.
5.	True	False	You should wash your hands for 15 to 20 seconds – approximately the same length of time to sing the “Happy Birthday” song twice!
6.	True	False	Keeping your hands clean is one of the best ways to keep from getting sick and spreading illnesses.
7.	True	False	Scrubbing with soap and water kills germs.☀

### Answer Key:

1. - True    2. - True    3. - False    4. - False    5. - True    6. - True    7. - False



**New Jersey School Boards Association  
Insurance Group  
450 Veterans Drive, Burlington, NJ 08016**

**Defensive Driving Class  
offered to all NJSBAIG Members, their Spouses  
and Age Appropriate Children**

New Jersey School Boards Association Insurance Group is offering a defensive driving class. The training is a six-hour class developed by the National Safety Council.

The participants in the class will receive a certificate, which they can present to their insurance carrier for a 5% reduction in their personal automobile insurance. In addition, if they have points against their license they may ap-

ply to the Department of Motor Vehicles for a two-point reduction.

***There is no charge for any employee who drives for their district in any capacity. However, there is a \$10.00 charge per person for employees who do not drive for the district, their spouses and age appropriate children attending the training.***

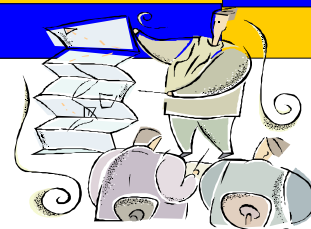
Date	Location	Time
June 30, 2010 <b><i>Class Limit: 40</i></b>	Burlington County Institute of Technology 695 Woodlane Road Westampton, NJ 08060 (609-267-4226)	8:00 a.m. until 2:00 p.m.
July 14, 2010 <b><i>Class Limit: 20</i></b>	Quinton Board of Education 8 Robinson Street Quinton, NJ 08072 (856-935-2379)	8:00 a.m. until 2:30 p.m.
July 19, 2010 <b><i>Class Limit: 40</i></b>	Ocean Township Board of Education 163 Monmouth Road Oakhurst, NJ 07755 (732-531-5600)	8:30 a.m. until 3:00 p.m.
July 27, 2010 <b><i>Class Limit: 40</i></b>	Ocean Township Board of Education 163 Monmouth Road Oakhurst, NJ 07755 (732-531-5600)	8:30 a.m. until 3:00 p.m.

**Cost:** **Employees who drive for their district: No Charge**  
**All other employees, their spouses and age appropriate children: \$10.00**

***\*\*Please bring your lunch to the class.\*\****

***You must be pre-registered to attend the Defensive Driving Class. Please call Sue Williams at 609-386-6060 extension 3005 or via email at swilliams@njsbaig.org. Please bring a check payable to New Jersey School Boards Association Insurance Group.***

**New Jersey School Boards Association Insurance Group  
450 Veterans Drive, Burlington, NJ 08016**



## 2010 Fall Train the Trainer

### Employment Practices

School districts face many kinds of personal injury claims including sexual harassment, discrimination, affirmative action, retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims. **This class is for administrators only.**

Date	Location	Time
October 7, 2010	Woodbridge School District Port Reading School, 77 Turner Street, Woodbridge, NJ 07095 (732-602-8409)	9:00 a. m. - Noon

### Affirmative Action Officer Training

For the District AA Officer - Civil rights and the law. How to respond to and document a complaint. The subtleties of sexual harassment, diversity and discrimination will be explored with the use of actual case studies

Date	Location	Time
October 15, 2010	Black Horse Pike Regional Board of Education Timber Creek High School 501 Jarvis Road, Erial, NJ 08081 (856-232-9703)	8:00 a. m. - 12:30 p.m.

### Bloodborne Pathogens

School employees can become exposed to infectious diseases from blood or other bodily fluids. By completing this Train the Trainer class, a designated employee will become qualified to teach fellow employees about the hazards of bloodborne illnesses.

Date	Location	Time
October 29, 2010	Ocean Township Board of Education 163 Monmouth Road, Oakhurst, NJ 07755 (732-531-5600)	9:00 a. m. - Noon

For reservations contact Sue Williams at 609-386-6060 ext. 3005 or via email [swilliams@njsbaig.org](mailto:swilliams@njsbaig.org)

**Cost per person: NJSBAIG Member: \$20.00\*\* Non-Member: \$30.00**

Make checks payable to: New Jersey School Boards Association Insurance Group (NJSBAIG)

**\*\*Districts who are currently insured through the New Jersey School Boards Association Insurance Group at 450 Veterans Drive, Burlington, NJ 08016.**