

Policy: School Emergency Care Plan

Date Warned: 11/3/94

Date Adopted: 11/4/94

All school personnel are responsible for recognizing and evaluating medical emergencies, because the school nurse cannot always be available. Therefore, the following set of procedures will govern medical problems when the nurse is not available.

The Guidelines for First Aid Emergencies in the Teacher's Handbook will be used as a reference guide for first aid.

AN ILL OR INJURED CHILD SHOULD NEVER BE LEFT UNATTENDED.

1. Severe, life-threatening emergencies, such as unconsciousness, severe bleeding, and cardiac arrest and emergencies requiring prompt, professional care, such as injuries to the head, neck or spine, or possible fractures.

ACTION PLAN: Immediate assessment and intervention with appropriate first aid if possible. Call Emergency Management Service (EMS) for immediate transportation. Notify parents and hospital emergency room, seeking advice from the staff member at the emergency room.

2. Emergencies requiring professional care, but not immediate care, (time is available for further evaluation), such as possible lacerations and seizures.

ACTION PLAN: Assessment and first aid if possible. Notify parents and consult child physician or school physician for advice on care and appropriate mode of transportation. Arrange transportation to health facility.

3. Situations requiring parent notification, but not emergencies, such as seizure of a known epileptic, slight insulin reaction, fainting or abdominal pain.

ACTION PLAN: Assessment and first aid if possible. Contact parents and school health personnel, if available, to determine follow up with physician or care at home.

EMS should not be used for minor or trivial problems. They should be called in cases where advanced or expert first aid is necessary, when rapid transportation is required or if there is any doubt about severity of injury.

RESPONSIBILITY OF THE SCHOOL IN EMERGENCIES

The principal is in charge of the Emergency Care Plan.

FILING OF ACCIDENT REPORTS

Accident report forms must be made out in ink as soon as possible by the staff person on duty at the time of the accident. One copy will be placed in the child's cumulative folder, one in the current year accident file, and one to the school nurse.

FOLLOW UP

As a follow up to the incident, it is the responsibility of the school nurse to contact the family of an ill or injured student within 24 hours following the emergency. The school nurse or person in charge should be notified in all emergency situations. The school nurse working through the principal will be responsible for keeping the school staff informed of the Emergency Care Plan.

Legal Reference:

Cross Reference: Teacher's Handbook