

## EMERGENCY TREATMENT

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Staff is encouraged to become trained and/or maintain skills in recognized first aid procedures. Staff has the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment skills in aiding an injured person during the school day or during a school event is protected by the District's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties.

It is the parent/guardian's responsibility to complete and update a student Health Information and Emergency Medical Treatment Form. This form provides health information and parental instructions for emergency care. It also gives the school authority to seek medical attention for the student when the parent/guardian cannot be reached. This form is on file at each school office.

Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The principal shall be responsible for making the appropriate decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life-threatening emergency (severe bleeding, shock, breathing difficulty, heart attack, head or neck injuries), call 911 EMERGENCY MEDICAL SERVICES.

The principal/designee staff member takes charge in emergency situations and shall determine if the illness/injury is either a) life-threatening, b) a serious injury/illness, or c) a minor injury/illness. The course of action proceeds accordingly:

- A. Life-threatening:** Emergencies (i.e. severe bleeding, shock, severe breathing difficulties, and heart attack) require immediate first aid and contact with the emergency care system; call 911 for assistance. Individual Health Plans (IHP and ECP-Emergency Care Plan) are on file for students with a known life-threatening condition. First aid responders should refer to these plans for specific instructions. Simultaneously the parent/guardian should be contacted regarding the decision and the condition of the student. If the student is transferred to the nearest hospital for treatment, a copy of the Health Information and Emergency Medical Treatment Form should be sent with the student. Documentation of the injury is made by completing the Student Accident Report/Critical Incident Form. A copy should be sent to the district administrative office.
- B. Serious illness/injury/head injury:** After immediate first aid, the parent/guardian is contacted to provide further care and/or treatment and to make arrangements for transportation from school. Record the injury/illness on the Health Room Log. If there was a serious injury, a Student Accident Form/Critical Incident Form should be completed and signed by the principal, and/or designee. A copy should be sent to the district administrative office. (See Policy 3412 – Head Injury)

If a seriously ill or injured child is sent home or to the hospital by private automobile, be sure that someone trained in first aid accompanies the child. This is in addition to the driver of the vehicle. Do not let a child walk home if he/she has a high fever (102+), has a head injury, or is likely to go into shock from injury. Even if the parent requests to send the child home, do not send the child unaccompanied.

If the parent/guardian cannot be contacted, other emergency contacts and authorization for treatment is designated by the parent/guardian on the Health Information and Emergency Medical Treatment Form. If there are no instructions on file, the principal and/or designee is then responsible for determining further action.

- C. **Minor injuries/illness:** Administer first aid. Record the injury/illness on the Health Room Log. Determine whether the student should remain in school. If there is any doubt consult the parent/guardian.

Approved: August 24, 2009