

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure
Medical Emergency Protocol for Staff

Subject: Medical Emergency Protocol for Staff	Effective Date: December 20, 2012	Page: 1 of 1
	Approved by: Dr. Donnie W. Evans	

- I. **Purpose:**
To establish District Guidelines for the proper use in the Paterson Public School District for medical emergency situations at 90 Delaware Avenue.
- II. **Authority:**
The State District Superintendent
- III. **Terms and Conditions**
- When a medical emergency occurs at 90 Delaware Avenue (Central Office), all procedures should be followed quickly, accurately and with safety in mind
- IV. **Reporting Procedures:**
- Assess the situation:
 1. If the person is conscious ask them to tell you if anything hurts. If unconscious, gently inspect the person for obvious signs of injury.
 2. Do NOT move the person unless they are in imminent danger of further injury.
 3. Do NOT come in contact with blood, vomit or other bodily fluids.
 4. Limit your conversation with the person to reassurances. Do not discuss their injury if at all possible.
 - Call "911" for medical assistance from the City. **If using a landline in the District, you must dial "9 then 911#"**
(Do NOT HANG UP until the dispatcher hangs up)
 - Notify the Department of Nursing Services Ext. #10722; be prepared to communicate the exact location of the emergency.
 - Notify the Security Department at Ext. #10599; be prepared to communicate the exact location of the emergency and that an emergency "911" call has been placed.
 - If the injured person is a student, employee, or volunteer, immediately report this incident to their supervisor.
 - If the injured person is taken to the hospital, the immediate supervisor will identify another employee to accompany them; taking their personal items with them.
 - Identify someone in Human Resources; Ext.# 10744 to call the emergency contact/next of kin and advise them of the situation.
 - Follow SOP for Reporting and Processing Paterson Public School Employee Workplace Injuries and illnesses.
 - Report the situation to the Deputy Superintendent and/or Chief of Staff.
- V. **Dissemination:**
All Central Office Personnel


Dr. Donnie W. Evans
State District Superintendent