

School Emergency Response Procedure

In case of actual or potential/suspected medical emergency school personnel should follow the procedure below:

- 1) School personnel will notify the office immediately by:
 - Phone or radio, if available
 - Send responsible person for the administrator or school nurse
- 2) The school nurse, administrator, or designee will call 9-1-1, if necessary
- 3) The student or staff member should not be moved unnecessarily while waiting for the administrator or nurse.
- 4) If necessary, suspend all other class activities until the ill/injured student has been attended.
- 5) Only approved First Aid techniques* may be used by teacher to halt excessive bleeding of an injury.

For all calls to EMS/9-1-1 school personnel should do the following:

- 1) The school nurse or other trained person will stay with the injured/ill student or staff member and administer first aid and support as needed.
- 2) Call or delegate call to 9-1-1. State specifically the reason for the call (i.e. diabetic emergency, injury from a fall, etc.)
- 3) May keep dispatcher on the line with phone on speaker so nurse can continue to provide care.
- 4) Provide or delegate the provision of student emergency information from Power School to give to EMS personnel: Select a student > *More* > *ACPS Stu Emerg Med Summary* > *Control P* to print screen
- 5) Station somebody near entrance of school to direct EMS personnel
- 6) Make every attempt to reach parent/guardian
- 7) Remain calm
- 8) Remove other students and unnecessary staff from the scene
- 9) Determine in advance with administrator which school personnel will accompany student in ambulance if parents cannot be reached
- 10) Provide a report of the history of incident:
 - a. Time of onset and precipitating factors
 - b. Significant health history, if known, including present medications
 - c. If student lost consciousness and for how long
 - d. Note characteristics of seizure or other incidents
 - e. Any medication given or other intervention and time administered
 - f. Other relevant information
 - g. Give transport personnel name and contact information of school personnel should ER personnel need more information
- Debrief with administrator and crisis team.

* Utilizing Universal Precautions, staff will don protective gloves and will put pressure on the bleeding wound using sterile gauze if available, or paper towels, tissues, napkins, or clean cloth if not. Blood spills need to be cleaned following OSHA standards.