



MEDICAL EMERGENCY

The following procedures should be activated in the event of any life-threatening medical emergency, sudden cardiac arrest, or severe injury incident occurs at any county school or facility:

- **IF A MEDICAL EMERGENCY EXISTS, IMMEDIATELY CALL 9-1-1.**
- **At schools:** If available, promptly notify the school nurse and school administration.
- **At county facilities:** If available, promptly notify trained personnel and management.
- A designated staff member should guide emergency responders to the injured individual.

TREATING A STUDENT - LIFE THREATING

1. Stay calm and **DO NOT** move the student unless there is danger of further injury.
 - Give your name, telephone number, site address, room number and location of student.
 - Describe the nature and severity of the medical emergency.
2. Ask someone to notify a First Aid/CPR-trained employee.
3. Request the **Automated External Defibrillator (AED)**.
4. Staff should assess the student's condition, checking for responsiveness, breathing, and pulse.
5. If the student is unresponsive and not breathing, administer **Cardiopulmonary Resuscitation (CPR)**.
6. **DO NOT** give the student anything to eat or drink.
7. When an ambulance arrives, request information as to which hospital the student will be taken to.
8. Give the ambulance driver the student's emergency numbers and parent/guardian name(s).
9. If possible, assign a staff member to accompany a student to the hospital.
10. Notify a parent or guardian as soon as possible.
11. Complete the SBCSS "Student Accident Report" form.
12. Return the form to a **Site Administrator and Risk Management**.

TREATING A STUDENT - NOT LIFE THREATING

13. In case of a minor injury or illness, take the student to the campus office where the school nurse or trained personnel can administer first aid, as required.
14. Complete the SBCSS "Student Accident Report" form.
15. Return the form to a **Site Administrator and Risk Management**.

TREATING AN EMPLOYEE OR VOLUNTEER - LIFE THREATING

1. Follow steps 1 through 9 above, as applicable.
2. The employee's immediate supervisor or other SBCSS management may contact people listed on the employee's emergency card.

TREATING AN EMPLOYEE OR VOLUNTEER - NOT LIFE THREATING

3. If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, staff should refrain from recommending specific health care vendors.
4. If the injury occurs performing work-related duties, contact the employee's immediate supervisor and report the injury to Risk Management.
5. If medical treatment is needed, the employee should call Company Nurse (888) 375-0280, provide Search Code: "SBCSS".
 - The nurse will direct you to the nearest occupational clinic for medical assessment.
 - Both the employee and supervisor will complete an Incident Report provided by Risk Management.
 - Both forms are to be returned to Risk Management within 48 hours.



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