**Emergency Contact Information**

In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

In addition, parents/guardians shall be encouraged to notify the school whenever their emergency contact information changes.

**Notification/Consent for Medical Treatment**

Whenever a student requires emergency or urgent medical treatment while at school or a district-sponsored activity, the principal or designee shall contact the parent/guardian or, if the parent/guardian cannot be reached, another person identified in the district's student information system as an emergency contact, in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal or designee may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

A person who has filed with the district a completed caregiver's authorization affidavit pursuant to Family Code 6550-6552 shall have the right to consent to or refuse school-related medical care on behalf of the minor student. The caregiver's authorization shall be invalid if the district receives notice that the

minor student is no longer living with the caregiver or if the Superintendent or designee has actual knowledge of facts contrary to those stated on the affidavit. (Family Code 6550)

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health, or safety. (Family Code 6550)

**Automated External Defibrillators**

When an automated external defibrillator (AED) is placed in a district school, the Superintendent or designee shall notify an agent of the local emergency medical services agency of the existence, location, and type of AED acquired. (Health and Safety Code 1797.196, 1797.200)

The Superintendent or designee shall ensure that any AED placed at a district school is: (Health and Safety Code 1797.196)

1. Maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer

2. Tested at least biannually and after each use

3. Inspected at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED

Additionally, the Superintendent or designee shall comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing. (Health and Safety Code 1797.196)

The Superintendent or designee shall develop a written plan which describes the procedures to be followed in the event of a medical emergency, including an emergency that may involve the use of an AED. These procedures shall include, but not be limited to, requirements for immediate notification of the 911 emergency telephone number in the event of an emergency that may involve the use of an AED.

The principal of any district school with an AED shall annually provide information to school employees that describes: (Health and Safety Code 1797.196)

1. Sudden cardiac arrest
2. The school's emergency response plan
3. The proper use of an AED

Instructions on how to use the AED, in no less than 14-point type, shall be posted next to every AED. Additionally, school employees shall be notified annually of the location of all AED units on campus and be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training. (Health and Safety Code 1797.196)

The Superintendent or designee shall annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so. (Health and Safety Code 1797.196)

The principal of any district school serving students in grades 6-12 that has an AED placed in the school shall annually notify students as to the location of all AEDs on campus. (Health and Safety Code 1797.196)

**Trauma Kits**

Any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, shall acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container. (Health and Safety Code 19310)

All trauma kits acquired and placed on the premises of a school building or structure shall be inspected every three years to ensure that all materials, supplies, and equipment contained in the trauma kit are not expired, and replace any expired or missing materials, supplies, and equipment as necessary. After a trauma kit is used, it shall be restocked and any materials, supplies, and equipment replaced as necessary to ensure that all materials, supplies, and equipment required to be contained in the trauma kit are

contained in the trauma kit. (Health and Safety Code 19310)

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*Policy Reference Disclaimer:*
*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

| ***State*** | ***Description*** |
|---|---|
| *8 CCR 5193* | *Bloodborne pathogens* |
| *Civ. Code 1714.21* | *Defibrillators; CPR; immunity from civil liability* |
| *Ed. Code 32040-32044* | *First aid equipment: field trips* |
| *Ed. Code 49300-49307* | *School safety patrols* |
| *Ed. Code 49407* | *Liability for treatment* |
| *Ed. Code 49408* | *Student emergency information* |
| *Ed. Code 49409* | *Athletic events; physicians and surgeons; emergency medical care; immunity* |
| *Ed. Code 49417* | *Automated external defibrillators* |
| *Ed. Code 49429.5* | *County office of education coordination of agreements between districts and charter schools; rapid deployment of qualified mental health professionals and other key school personnel* |
| *Ed. Code 49470* | *Medical and hospital services for athletic program* |
| *Ed. Code 49471* | *Medical and hospital services not provided or available* |
| *Ed. Code 49472* | *Medical and hospital services for students* |
| *Ed. Code 49474* | *Ambulance services* |
| *Ed. Code 51202* | *Instruction in personal and public health and safety* |
| *Fam. Code 6550-6552* | *Caregivers* |
| *H&S Code 1797.196* | *Automated external defibrillators; immunity from civil liability* |
| *H&S Code 1797.200* | *Emergency medical services agency* |
| *H&S Code 1799.102* | *Personal liability immunity* |
| *H&S Code 19305-19310* | *Trauma kits* |
| ***Management Resources*** | ***Description*** |
| *Website* | *CSBA District and County Office of Education Legal Services* |
| *Website* | *American Heart Association* |
| *Website* | *American Red Cross* |
| *Website* | *California Department of Health Care Services* |

***Cross References***

| ***Policy*** | ***Description*** |
|---|---|
| *3515.3* | *District Police/Security Department* |

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|---|---|
| *3515.3* | *District Police/ Security Department* |
| *3516* | *Emergencies And Disaster Preparedness Plan* |
| *3516* | *Emergencies And Disaster Preparedness Plan* |
| *3530* | *Risk Management/ Insurance* |
| *3530* | *Risk Management/ Insurance* |
| *3580* | *District Records* |
| *3580* | *District Records* |
| *4119.43* | *Universal Precautions* |
| *4119.43* | *Universal Precautions* |
| *4158* | *Employee Security* |
| *4158* | *Employee Security* |
| *4219.43* | *Universal Precautions* |
| *4219.43* | *Universal Precautions* |
| *4231* | *Staff Development* |
| *4258* | *Employee Security* |
| *4258* | *Employee Security* |
| *4319.43* | *Universal Precautions* |
| *4319.43* | *Universal Precautions* |
| *4358* | *Employee Security* |
| *4358* | *Employee Security* |
| *5021* | *Noncustodial Parents* |
| *5030* | *Student Wellness* |
| *5111.1* | *District Residency* |
| *5111.1* | *District Residency* |
| *5131.6* | *Alcohol And Other Drugs* |
| *5131.6* | *Alcohol And Other Drugs* |
| *5141.21* | *Administering Medication And Monitoring Health Conditions* |
| *5141.21* | *Administering Medication And Monitoring Health Conditions* |
| *5141.22* | *Infectious Diseases* |
| *5141.22* | *Infectious Diseases* |
| *5141.23* | *Asthma Management* |
| *5141.23* | *Asthma Management* |
| *5141.27* | *Food Allergies/ Special Dietary Needs* |
| *5141.27* | *Food Allergies/ Special Dietary Needs* |
| *5141.52* | *Suicide Prevention* |
| *5141.52* | *Suicide Prevention* |
| *5141.6* | *School Health Services* |
| *5141.6* | *School Health Services* |
| *5142* | *Safety* |
| *5142* | *Safety* |
| *5143* | *Insurance* |
| *5143* | *Insurance* |

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|---|---|
| *5145.13* | *Response To Immigration Enforcement* |
| *5145.13* | *Response To Immigration Enforcement* |
| *5148* | *Child Care And Development* |
| *5148* | *Child Care And Development* |
| *6142.8* | *Comprehensive Health Education* |
| *6142.8* | *Comprehensive Health Education* |
| *6145.2* | *Athletic Competition* |
| *6145.2* | *Athletic Competition* |
| *6159.3* | *Appointment Of Surrogate Parent For Special Education Students* |
| *6159.3* | *Appointment Of Surrogate Parent For Special Education Students* |
| *6163.2* | *Animals At School* |
| *6163.2* | *Animals At School* |
| *6173.2* | *Education Of Children Of Military Families* |
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**Regulation** **PASADENA UNIFIED SCHOOL DISTRICT**
**Adopted:** November 15, 1995 Pasadena, California
**Revised:** 10/09/2012;07/15/2015; 04/28/2016; 10/22/2026;