

UNION #39

POLICY ED

SCHOOL EMERGENCY CARE PLAN (page 1 of 2)

All school personnel are responsible for recognizing medical emergencies and notifying the school nurse. The following set of procedures will help the nurse or administrative staff handle medical problems in a timely manner using medical resources in the most effective and economical manner.

The American Red Cross Advanced First Aid and Emergency Care will be used as a reference guide for the necessary first aid. Copies of this book will be found in the principal's office, teachers' room, and the nurse's office.

An ill or injured person should never be left unattended.

1. Severe, life threatening emergencies such as unconsciousness, severe bleeding, cardiac arrest, and emergencies requiring prompt, professional care such as injuries to the head, neck, spine, or possible fractures.

Action Plan: Immediate assessment and intervention with appropriate first aid instituted if possible. After assessment by school nurse or administrator if nurse is not available, immediate transportation by Ludlow Ambulance Services will be instituted by using 911. Notify parents/guardians (or designated emergency call people on emergency card in the event that you cannot reach a parent/guardian), spouse or designated lay person, and the hospital emergency room, seeking advice from the staff member at the emergency room. (Rutland 775-7111, Springfield 885-2151)

2. Emergencies requiring professional care but not immediate care (time is available for further evaluation) such as possible lacerations and seizures.

Action Plan: Assessment by school nurse or administrator if nurse is not available and appropriate first aid instituted if possible. Notify parents/guardians (or designated emergency call people on emergency card in the event that you cannot reach a parent/guardian), and spouse or designated lay person, and consult the child's physician for advice on the care and appropriate mode of transportation to health facility.

3. Situations requiring parent/guardian notification but not considered to be emergencies such as a seizure of a known epileptic, slight insulin reaction, fainting or abdominal pain.

Action Plan: Assessment by school nurse or administrator if nurse is not available and appropriate first aid instituted if possible. Contact parents/guardians, if available, to determine follow-up with physician or care at home.

Ludlow Ambulance should not be used for minor or trivial problems. They should be called in cases where advanced or expert first aid is necessary, when rapid transportation is required, or if there is any doubt about severity of injury.

SCHOOL EMERGENCY CARE PLAN (page 2 of 2)

Responsibility of the school in emergencies

The principal or designated assistant of each school is in charge of implementing the Emergency Care Plan.

Filing of accident reports

Accident report forms must be made out in ink as soon as possible by the staff person on duty at the time of the accident. One copy will be placed in the child's permanent file, one in the nurse's office accident reports file and one to the superintendent's office.

Follow-up

As a follow-up to the incident, it is the responsibility of the school nurse to contact the family of an ill or injured student within 24 hours following the emergency. The school nurse or the person in charge should be notified in all emergency situations. The school nurse working through the principal will be responsible for keeping the school staff informed of the Emergency Care Plan.

Emergency care is administered to all persons at Black River High School regardless of race, color, national origin, gender, disability, religion, or sexual orientation.

DATE WARNED: July 5, 1995

DATE ADOPTED: July 17, 1995

DATE REVIEWED: December 23, 2003

LEGAL REFERENCES: _____

POLICY CROSS REFERENCE: _____

PROCEDURE REFERENCE: _____