

Medical Emergencies

Depending on Assistance Needed, Call:	
Police, Fire and EMS Emergency	911
Security	
EST Manager	
Other	

Situation Description

A medical emergency may occur anytime the school building is in use. Medical emergencies are those illnesses or injuries which require first aid and emergency backup to ensure the safety and health of the person(s) involved. The medical emergency may occur in the school, on school property or school buses, during a field trip, and other school-sponsored activities.

A medical emergency can include someone who is unconscious, gasping for air or not breathing; experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention.

Procedures

- School nurses and/or the designated first aid backup are responsible for rendering emergency care to all students, school employees, and visitors who need first aid and/or emergency care for health problems during the school day. The school nurse is responsible for reporting to the building administrator any medical emergency and for ensuring completion of the correct documentation and notifications to the appropriate offices.
- Medical emergencies occurring after school hours need to be reported to the building administrator or supervisor.
- Medical emergencies involving injury of personnel should be reported to the Office of the Deputy Chancellor and their Instructional Superintendent by the building administrator.
- Complete appropriate reporting forms, including incident reports.

Ambulance Procedures

The school nurse should prepare any pertinent health information occurring during the medical emergency to provide to the transporting medic unit.

Nurse's information should include the following:

- Clinical assessment (e.g. vital signs, level of consciousness, wound observation, peak flows) and any emergency interventions provided while waiting for the arrival of Emergency Medical Services (EMS).
- Any allergies as indicated or known.
- Describe pertinent health history as it relates to this medical situation.
- If known, list current medications (OTC and prescribed), indicating time last dose was taken.
- Summarize any additional comments pertinent to the emergency transport that are not documented in other sections of the form.
- Provide parent/guardian contact information, signature, and list the school's telephone number.

Give the pertinent health information to the transporting medic unit. Request that the medic unit give the information to the receiving hospital.

The school nurse should document, in the student's health record, what information was given to the transporting medic unit and any follow-up information regarding the event.

The school nurse, Principal, or Principal designee, should notify the student's parent/guardian. If no one can be reached, the student requiring attention should be sent to the hospital and the parent/guardian reached as soon as possible.

In the event that the student's emergency contact does not arrive at the school, the principal or designee must designate a staff member to accompany the student and remain at the hospital until an emergency contact arrives.

If the school is unable to communicate with any individual on the student's emergency contact list, during the normal course of the school day, the school may request assistance from Child and Family Services Agency (CFSA) four (4) hours after school closure.

Once 911 is called, a student must be transported by EMS according to their protocol. EMS personnel **may not** refuse to transport students due to a lack of parental notification and approval.

The only persons who are authorized to refuse transportation of a student are the parents/guardians, and only then if the parent/guardian arrives at the school prior to transport of the student by EMS personnel.

The policy of EMS is to transport the patient to the nearest or most appropriate hospital. The particular facility to which the patient is transported is the decision of the ambulance personnel. However, if a private physician desires a patient to be taken to a specific hospital, the physician may talk to EMS personnel at the scene and make arrangements or may call the administrative duty officer at the 911 center to make arrangements. Ambulance personnel may use pre-written direction signed by the private physician and filed with the school in determining the transport destination.

After calling for an ambulance, the principal/principal's designee notifies his/her immediate supervisor; then completes and submits the appropriate form, including an incident report.