

EMERGENCY RESPONSE PROTOCOL

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.

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 Safety Unit.
- Complete appropriate reporting forms.