**MEDICAL EMERGENCY RESPONSE PROTOCOLS:**

The school’s Medical Emergency Response Protocols are posted in the main office, the assistant principal’s office/s, the school nurse’s office, classrooms, locker rooms, gymnasium, cafeteria, and public areas on campus with instructions on how to activate the local emergency medical services (EMS).

In case of a medical incident, school staff will immediately:

* Contact the school nurse and the main office; and
* Escort an injured person who is ambulatory to the school nurse’s office or notify the school nurse if the person cannot be moved.

Main office personnel will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.

The school’s medical response will proceed as follows:

* The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
  + 1. *Life-threatening or potentially disabling*: Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.
    2. *Serious or potentially life-threatening or potentially disabling*: Burns, major multiple fractures, and insect bites are examples of this category.

These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.

* + 1. *Non-life-threatening*: These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, stomachache, headache, seizures, fractures, cuts). The school nurse will evaluate the incident and make decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment.
* When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse will inform main office personnel to:
* call EMS (911) using the dedicated emergency phone line and provide the location of the injured or ill person and available rescue equipment.
* activate the medical emergency contact list to use designated school staff in their respective roles.
* direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to the school is estimated at 5-7 minutes.
* notify the parent/ legal guardian of the student or the emergency contact for faculty/ staff and inform him or her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

If the school nurse is not in the building at the time of the medical incident, main office personnel will notify the administrator in charge. The administrator will assess the situation and direct main office personnel to place the 911 call in the event of a potentially life-threatening or potentially disabling injury, illness, or condition. Other steps will be taken as described above.

If the injury, illness, or condition is later determined by the school nurse or other trained personnel to be minor, the EMS call will be canceled or EMS units will clear the scene.

If the school nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite. Main office personnel will notify the involved student’s parent or guardian.

All faculty and staff must adhere to the following during all medical incidents:

* Standard Precautions must be followed at all times (see Definitions).
* Avoid moving the ill or injured person, unless there is more danger if left there.
  + Remain with the person until assistance arrives and remain calm.
  + Direct other staff to manage bystanders.

Faculty and staff who are involved in school-related activities outside of regular school hours have been trained in the medical emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.

**Emergency Contacts:**

Name, Nurse xxx-xxx-xxxx or x xxxx , Rm. xxx 911

Name, Asst. Nurse xxx-xxx-xxxx or x xxxx; Rm. xxx

Name, Principal, xxx-xxx-xxxx or x xxxx or x xxxx; Rm. xxx Fire - xxx-xxx-xxxx

Name, K-4 Asst. Principal – xxx-xxx-xxxx or x xxxx; Rm. xxx Police –xxx-xxx-xxxx

Name, 5 – 8 Assistant Principal – xxx-xxx-xxxx or x xxxx; Rm. xxx

**People Trained in CPR and/ First Aid**

Name, RN Rm. xxx x xxxx Name, Rm. xxx x xxxx

Name, Rm. xxx x xxxx Name, Rm. xxx x xxxx

Name, Rm. xxx x xxxx Name Rm. xxx x xxxx

Name, Rm. xxx x xxxx

Name, Rm. xxx x xxxx

Name, Rm. xxx x xxxx

9/16/16