

911 PROTOCOL

DISTRICT PROCEDURE FOR STUDENT MEDICAL EMERGENCY

If there is a medical emergency on your campus

A **MEDICAL EMERGENCY** includes:

- Anaphylaxis, severe asthma attack not responding to medication, diabetic emergency, any first time seizure (or per student's seizure action plan)
- Any time a student loses consciousness or exhibits an altered level of consciousness
- Student is having trouble breathing or is not breathing
- Excessive or uncontrollable bleeding
- Forceful injury to abdomen, possible internal injury
- Neck or spinal injury
- Broken bone if parent cannot be contacted right away

STAFF ATTENDING TO THE MEDICAL EMERGENCY:

1. Stay with the student- DO NOT leave the student alone
 2. CALL 911 and notify the SCHOOL OFFICE - In an emergency situation, time matters. If you call 911, find a way to notify the office of the emergency so they can send help to your location and direct emergency personnel.
 - a. If possible, direct another staff member or student to call the office or 911 while you provide care to the student/staff
 - b. Report: *NAME, LOCATION, SITUATION*
 - c. *Follow the potentially life-saving directions from the 911 dispatcher*
 - d. Request student's rescue medication from the office, if needed
- DO NOT move a student with a NECK or SPINAL injury until assessed by a medical professional. Stabilize the child's spine in place to prevent any further damage.
- WEAR GLOVES if bodily fluids are present. DO NOT touch blood or other bodily fluids with bare hands.
- In the case of excessive bleeding, apply direct pressure and elevate injured body part(s) above the level of the heart.

OFFICE STAFF SUPPORT:

- Obtain information from caller: *NAME, LOCATION, SITUATION*
- Call 911 (if indicated) - must dial 9 + 9 1 1 for outgoing call if this has not already been done
- Look up medical page in Aeries to determine if child/adult has a health alert/rescue medication
- Send to the location of the emergency:
 - a. Rescue medication, if any
 - b. AED + NARCAN- always send AED and NARCAN to any medical emergency
 - c. Other: Staff for extra assistance, wheelchair, ice, etc.
- Contact parent immediately
- Direct 911 responders to the location of the emergency and provide print-out of the child/adult Emergency Card

ADMINISTRATOR / OFFICE STAFF AFTER EMERGENCY IS RESOLVED:

- Notify School Nurse
- Administrator should report to area to assist
- Complete *Incident Report* and submit to PCS District Office to Lori Hirasa

Students with minor injuries can be sent or escorted to the office for first aid.