

## MEDICAL EMERGENCY/FIRST AID

The following procedures should be activated for any Medical Emergency or First Aid, at a school or district site. **IF A MEDICAL EMERGENCY EXISTS, IMMEDIATELY CALL 9-1-1.** If first aid is required take the student to the campus office where the school nurse or designee will administer first aid, as required.

### *TREATING A STUDENT OR VISITOR – LIFE THREATING*

1. Stay calm and **DO NOT** move the student unless there is danger of further injury.
  - Give your name, telephone number, campus, room number and location of student.
  - Describe the nature and severity of the medical emergency.
2. Ask someone to dispatch a first aid/CPR-trained employee to the student.
3. **DO NOT** give the student anything to eat or drink.
4. When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
5. Give the ambulance driver the student's emergency numbers and parent/guardian name(s).
6. If possible, assign a staff member to accompany a student to the hospital.
7. Work with staff to complete DISTRICT "Confidential School Accident Report" which can be obtained at the main office and return to **Site Administrator**.

### *TREATING A STUDENT OR VISITOR – NOT LIFE THREATING*

1. In case of a minor injury or illness, take the student to the campus office where the school Nurse or Designee will administer first aid, as required.
2. Work with staff to complete DISTRICT "Confidential School Accident Report" which can be obtained at the main office and return to **Site Administrator**.

### *TREATING A DISTRICT EMPLOYEE OR VOLUNTEER – LIFE THREATING*

1. Follow steps 1 through 7 above.
2. If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, Campus staff should refrain from recommending specific health care vendors.
3. If the injury occurred performing work related duties, complete the Workers' Compensation claim forms which can be obtained at the main office.

### *TREATING A DISTRICT EMPLOYEE OR VOLUNTEER – NOT LIFE THREATING*

1. Report to the campus office where the school Nurse or Designee will administer first aid, as required, or get minor first aid supplies from your campus first aid box.
2. If the injury occurred performing work related duties, complete the Workers' Compensation claim forms which can be obtained at the main office.

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