

## **P5312 CARE OF MEDICAL EMERGENCIES**

### **BOARD POLICY:**

**School personnel are responsible for the emergency handling of pupil and staff injuries and sudden illnesses but are not responsible for subsequent treatment.**

Administrative Implemental Procedures:

1. Emergency procedure information, signed by lawful custodian, should be available on pupil information forms maintained in the general school office, with a copy in the health room. Completed staff emergency information forms should also be maintained in the general school office and in the health room. This information will assist school personnel in reaching appropriate responsible adults.
2. Procedural guidelines consistent with sound emergency practices will be followed:
  - a. School employees should be familiar with the Health Services Department's written procedures for Emergency Care. These are available in the school office and health room.
  - b. If, in the best judgment of the school personnel detecting the emergency, the medical emergency indicates immediate treatment, **DO NOT LEAVE** the person. Administer first aid to restore breathing, stop bleeding, and prevent shock. The employee may send for the principal or another adult for assistance. If additional help is needed, call 911 for Emergency Medical Services. A person or school does not become financially responsible for resulting charges.
  - c. School personnel are authorized to use Automated External Defibrillators (AEDs) when emergency care or treatment conditions warrant such use. School personnel shall act in good faith when rendering emergency care or treatment by use of an AED. The Sedgwick County Emergency Medical Service shall be notified as to the location of AEDs located on District property.
  - d. Notify the pupil's parents as soon as possible. The parent's choice of the medical care facility should be sought whenever the emergency condition allows.
  - e. Stay with the pupil until the parent or designated adult assumes responsibility. This is important whether the pupil is at school or at an emergency care facility.
3. The school's final responsibility has not been met until a written report of the incident has been made. Use the appropriate forms and process them according to current guidelines.

Board counsel has approved this policy as to legal form and content.

Administrative Responsibility: Student Support Services

Latest Revision Date: July 2011

Previous Revision Date: March 2006 P5312