

The model plan below is provided as a starting point and resource for schools developing a Medical Emergency Response Plan. These examples are adapted from school plans in Virginia and Texas, and reflect those protocols appropriate for their local needs. The original plans included local information that has been removed for brevity. The information in these model plans does not constitute specific medical advice or protocols. All schools should have their medical response plans reviewed by the school administration, and appropriate medical authorities to assure the plan meets their own internal needs.

## **Medical Emergency Response Plan for Schools SAMPLE MODEL TWO**

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### **First Aid, Emergency Treatment, and Administration of Medication for Students**

#### **I. PURPOSE**

To establish procedures for the administration of emergency first aid services in the schools, including first aid, emergency treatment, and administration of emergency medication for students.

Procedures established in this policy shall be followed during the school day, at school-sponsored activities, and while on a school bus or other school property.

#### **II. GENERAL PROVISIONS**

- 1) The provisions of this policy are intended to meet student health needs during minor and major injuries or medical emergencies.
- 2) To ensure student safety, SCHOOL has adopted the position that parents and guardians shall administer medications at home whenever possible.
- 3) The SCHOOL recognizes that accidents and medical emergencies can and do happen during school campus hours and during school-sponsored events; therefore, SCHOOL has adopted guidelines to prepare staff members to provide first aid and emergency care during these unexpected events.

#### **III. FIRST AID AND EMERGENCY TREATMENT**

- 1) First aid shall be provided to students, school staff, and campus visitors.
  - a) Any school staff member designated by the principal to render care shall complete training in CPR and First Aid provided by the American Heart Association or another nationally recognized training organization.
  - b) Volunteers who may render care to sick or injured students must receive equivalent training by the public health nurse.
  - c) First aid supplies shall be kept in central locations in the schools, where they will remain clean, dry, and available to all personnel.
- 2) Since students may have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS). Each year, student's parents or guardians will be requested to update the Student Health Information Form (or other school form name) with the student's current health condition and any known major health conditions or allergies that may require school personnel to provide emergency care.
- 3) When an emergency exists, school staff members will implement appropriate emergency procedures, "activating the school's Emergency Response Plan (ERP)."
  - a) Any staff member can contact 911, EMS.
  - b) Staff members at every school shall be trained to administer emergency procedures needed in life-threatening situations. In general, those trained shall be staff members most likely to be in immediate proximity to the student, staff person, or visitor in the event of an emergency.
  - c) A school "employee" includes any person employed by the SCHOOL who is assigned to the public school as a result of an agreement between the SCHOOL and the School Board.

- 4) At least two employees per building, and in the case of multi-floored buildings, two employees per floor, shall have current certification in cardiopulmonary resuscitation (CPR) and first aid or shall have received training, within the last two years, in emergency first aid and CPR through the American Heart Association or another nationally recognized training organization.
  - a) Additional staff shall be trained in first aid and CPR so that all persons needing either CPR, rescue breathing, or other life-supporting first aid can be reached within three (3) minutes of the school's ERP being activated.
  - b) At least one employee per building shall be trained on CPR and AED use provided that an Automated External Defibrillator (AED) is maintained in that building.
- 5) Emergency Injections: epinephrine auto-injectors prescribed for students with identified allergies:
  - a) When a licensed medical professional believes that epinephrine to treat an allergic reaction is necessary during school hours, it will be administered in SCHOOL by (staff person or persons according to SCHOOL POLICY). These persons are taught by the school public health nurse to administer the injection, following established training guidelines
  - b) Only premeasured doses of epinephrine (Epi-Pen or Epi-Pen Jr.) may be given. The injection will be given immediately after report of exposure to the allergen or at the prescribed student's request due to onset of allergic reaction. Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen must be indicated on the licensed medical professional's order. Three persons in the school shall be trained in the procedure. These trained persons shall be regular members of the school staff, to ensure the presence of at least one of the three during school hours. The persons trained in this procedure must be able to access the student within TWO (2) MINUTES OF ONSET OF SYMPTOMS or notification.
  - c) In situations when students are approved by the principal to carry their own epinephrine, the three trained persons in addition to the school nurse must be instructed in the administration procedure in the event that the student is unable to self-administer. A second dose, to be used for back up, should be kept in the clinic and/or other approved locations in case the student's medication is not available.
  - d) The parent or guardian and licensed medical professional, as indicated, must complete the appropriate authorization form.
  - e) The school shall contact EMS IMMEDIATELY (if available, send another staff person to dial 911) and the parent or guardian when a student has been given epinephrine.
  - f) Inhalers:
    - 1) With a diagnosis of asthma, and orders from a licensed medical professional, a student may be permitted by the principal to carry and use an inhaler for asthmatic conditions.
    - 2) At least three school employees shall be taught to assist in the administration of the inhaler.
    - 3) A second inhaler, to be used as a back-up, may be kept in the clinic or other school-approved location accessible by the student with appropriate staff supervision as required.

#### IV. FIELD TRIPS

- 1) For field trips that are considered an extension of the school's program, arrangements for management of injury and medical emergencies shall be provided in accordance with the procedures described in this policy.
- 2) First aid supplies shall be available on all school buses and vans during field trips.
- 3) At least one school staff person shall be trained in first aid and age-appropriate CPR, including adult CPR.
  - a) **At least one staff person trained in CPR shall be trained to use an AED, provided that an AED accompanies the students and staff on the field trip.**