



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 ONE

First aid procedures are learned during appropriate First Aid and CPR Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

INJURY EMERGENCIES ON CAMPUS

MINOR

- Notify school nurse or principal's office.
- School nurse, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- Staff witnessing the accident and/or providing first aid care should complete an accident report.

MAJOR

Defined as any injury deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility.

- Notify school nurse or principal's office.
- Either the first school staff person attending to the student or another school staff person calls 911 immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must also retrieve or send other staff for the Automated External Defibrillator (AED).
- Principal or designee calls parents or guardian immediately.

INJURY EMERGENCIES DURING FIELD TRIPS

At least one school staff person must be trained in first aid and age-appropriate CPR, including adult CPR. The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en route to or from the school or field trip destination. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.

In the event of an emergency:

- Designated school staff person administers first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- If the injury is major or life-threatening, either the first school staff person attending to the student or another school staff person calls 911 immediately.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Field trip coordinator or designee call parents or guardian immediately (but only after 911 is called and immediate care is begun).

MEDICAL EMERGENCIES ON CAMPUS OR DURING FIELD TRIPS

Medical emergencies include seizures, unconsciousness (without injury), asthma, breathing emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.

MINOR

- Notify school nurse or principal's office.
- School nurse, principal, or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Parents are notified if necessary.
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.

MAJOR

Defined as any medical emergency deemed by school staff to need immediate physician care, EMS, or transport to a healthcare facility. **Any insect sting, food allergy reactions, or other allergic reactions in students known to have such reactions are EMERGENCIES – CALL 911. All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES – CALL 911.**

- Notify school nurse or principal's office.
- Either first school staff person attending to the student or another school staff person calls 911.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- Assist the person with or administer their prescribed Epi-Pen, Epi-Pen Jr., or other epinephrine auto-injector, or inhaler for all allergic reactions causing breathing problems.
- Contact the school nurse or EMS regarding administering the first aid kit's epinephrine auto-injector to any individual having breathing problems or severe swelling of mouth, lips, or tongue after an insect sting.
- If CPR or rescue breathing is required, staff must also retrieve or send other staff for the AED.
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.