

Part 2 - Section 10 PREPAREDNESS

MEDICAL EMERGENCY PREVENTION AND

- Track the number of accidents that occur at the school. Use a graph to track accident trends and provide incentives for faculty and students to reduce the numbers.
- Follow established procedures for issuing medication.
- Do not allow teachers to give medical advice to students.
- If a child is physically restrained during a fight or other incident, have the child checked by a qualified nurse or clinician.
- **Implement clear guidelines for the timely completion of injury reports.**

- Complete the section of the workbook that identifies building personnel trained in CPR, first aid, or other advanced medical training.
- Post this list of trained personnel in the main office, gym, and clinic.
- Communicate to all faculty and students that safety hazards should be reported immediately and will be fixed.
- Monitor maintenance and cleaning projects that could create hazards during school hours.
- Playground areas should be checked daily for any conditions which could cause children to be cut, fall, or otherwise be injured.
- Emergency care cards should be completed by all students and updated throughout the year.
- Insist that all accidents be reported, even if no visible harm or injury.

Notify the CENTER UNIFIED District Office. Notify parent or guardian of illness or injury; include type of injury/illness, medical care being given, and location where child has been transported.

- Assess seriousness of injury or illness.
- Administer first aid.

Call 911 and be prepared to provide:

- Your location, building name and address.
 - Room number
 - Describe illness or type of injury.
 - How the illness or type of injury occurred.
 - Age of injured.
 - Quickest way for ambulance to reach you.
- Assign a staff member to meet rescue service and show where the injured student is.
 - Have emergency care card brought to same location as student.
 - Hold bells if emergency situation is in common area where students travel during class change.
 - Assign member of crisis management team to stay with child, even if transported to hospital.

- Notify parent or guardian of situation, illness or injury, and include type of injury/illness, medical care being given and location where child has been transported.
- If child is being transported, request parent meet the child and CMT member at the hospital.
- Update the CENTER UNIFIED District Office where student will be transported and by whom.
- Advise faculty and staff of situation (when appropriate).
- Follow-up with parents or guardian.

Complete the Student Injury Form and send to the CENTER UNIFIED District Office.