

REGULATION OF THE PRINCIPAL

Category: **STUDENTS**

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Subject: HEALTH SERVICES

Medical Emergency Response Procedure

First Aid, Emergency Treatment, and Administration Of Medication for Students

I. PURPOSE

To establish procedures for the administration of medical emergency services at Fei Tian Academy of Arts-MT (hereinafter, the School), including first aid, emergency treatment, and administration of medication for students.

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

II. GENERAL PROVISIONS

- 1) The provisions of this policy are intended to meet student health needs during medical emergencies including minor and major injuries.
- 2) To ensure student safety, the School has adopted the position that parents and guardians shall administer medication at home whenever possible.
- 3) The School recognizes that accidents and medical emergencies can and do happen during school hours and at school-sponsored events; therefore, the School has adopted guidelines to prepare staff 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, staff, and visitors.
 - a) Any staff members 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 school nurse.

- c) First aid supplies shall be kept in central locations in the school where they will remain clean, dry, and available to all personnel.
- 2) Since students may have health conditions, including epileptic seizures and/or asthma attacks, at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS). Each year, every student's parent(s)/guardian(s) will be requested to update the Student Health Form 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, thus "activating the School's Emergency Response Plan (ERP)."
 - a) Any staff member can contact 911, EMS.
 - b) Staff members shall be trained to administer emergency procedures needed in life-threatening situations.
- 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 any person 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 in CPR and Automated External Defibrillator (AED) use provided that an AED is maintained in that building.
- 5) Regarding emergency injections using 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, whether or not there is a previous history of severe allergic reaction, it will be administered in school by the school nurse or trained staff. Trained staff are taught by the school nurse to administer the injection, following established training guidelines.

Only pre-measured 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 an

- b) 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. At least 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 trained staff 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/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 call 911) and the parent/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.
- 4) At least one staff person trained in CPR shall be trained to use an AED, if an AED accompanies the students and staff on the field trip.

- 5) 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.
- 6) Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or the designee.

V. School Emergency Response Plan

1) Injury Emergencies On Campus

MINOR

- a) Notify school nurse or the Principal's office.
- b) School nurse, or other designated school staff, administers first aid procedures in accordance with the nature of the accident.
- c) Parents are notified if necessary.
- d) 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 require immediate physician care, EMS, or transport to a healthcare facility.

- a) Notify school nurse or the Principal's office.
- b) Either the first school staff person tending to the student or another school staff person calls 911 immediately.
- c) Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).

- c) If CPR or rescue breathing is required, school staff must also retrieve or send other staff for the Automated External Defibrillator (AED).
- e) Principal or designee calls parent(s)/guardian immediately

2) Injury Emergencies During Field Trips

- a) Designated school staff person administers first aid procedures in accordance with the nature of the accident.
- b) Parents are notified if necessary.
- c) 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.
- d) Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- e) Field trip coordinator or designee call parent(s)/guardian immediately (but only after 911 is called and immediate care is begun).

3) 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

- a) Notify school nurse or Principal's office.
- b) School nurse, Principal, or other designated school staff administers first aid procedures in accordance with the nature of the accident.
- c) Parents are notified if necessary.

- d) 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 require 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.

- a) Notify school nurse or the Principal's office.
- b) Either first school staff person tending to the student or another school staff person calls 911.
- c) Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- d) 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.
- e) 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.
- f) If CPR or rescue breathing is required, staff must also retrieve or send other staff for the AED.
- g) Staff witnessing and/or providing first aid care should complete an accident/medical care report.

Cross Ref:

American Heart Association; www.sads.org

Health Services Policy SA-P-5600

Health Services Regulation SA-R-600

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INQUIRIES

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