

## **EMERGENCY MEDICAL PROCEDURES**

- Do not leave the affected person unattended.
- Contact the nurse or person in charge at the time. Designate someone to notify the principal, to assist you in caring for the affected person, and to make telephone calls.
- Call 911
- Provide basic first aid and/or CPR if needed or notify other qualified staff member to provide this care.
- Contact student's parents/guardians. If parents/guardians are unavailable, contact another designated person from the emergency contact card.
- Contact student's physician.
- If the affected person is an employee, contact a family member and the employee's physician (some employees have this information on file in the nurse's clinic).
- Document time and events leading up to emergency, any care provided, and any persons contacted.
- Complete injury report for student injury. Complete an Employee Accident form for an employee injury.

Adopted May 3, 2004

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