

Medical Emergency

Illnesses and injuries may be the most common of all school incidents. The following information may be used as a guide for responding to such emergencies.

Teacher/Staff Responsibilities:

- Evaluate the accident/injury/illness scene
- Direct any unaffected persons to a safer and secure area
- Call 911 and advise of situation, type of injury or illness
- Notify Principal's Office
- Assess severity of injury or illness, render first aid if qualified to do so
- Use universal precautions if handling bodily fluids
- Assist emergency medical responders
- If scene is not safe, i.e. electrocution, downed wires, etc., wait for EMS
- Maintain classroom control and class roster information
- Do not move injured person(s) unless there is a threat or imminent danger
- If the medical emergency involves a staff member, the IC should assign someone to take control of the staff member's classroom

Minor Medical Problems:

- Move student to office and assess situation
- Administer first aid, if appropriate
- File incident report and make appropriate notifications

Incident Commander	<ul style="list-style-type: none"> • Coordinate actions of school personnel with internal and external responders • Notify parent or guardian of the injury or illness • Provide the emergency responders with all emergency information and any medical history for the victim(s) • Have any staff that are trained in first aid or CPR respond to the scene • Have staff or an adult accompany the student to the hospital if transported and no parent/guardian can be reached • Initiate support services for students/staff through the CRT
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for further instructions • Assist staff as required • Assist first responders if needed
School Nurse	<ul style="list-style-type: none"> • Treat injured or those with an illness • Establish a triage area if needed • Track patient care
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students • Support affected students/staff to stay calm
School Resource Officer	<ul style="list-style-type: none"> • Meet first responders at emergency access points • Confirm the scene is secured • Ensure that only authorized personnel enter the emergency scene
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC for further instructions
Reunification Coordinator	<ul style="list-style-type: none"> • Report to the IC for further instructions

MEDICAL EMERGENCY - FLOW CHART

