

School District Emergency Protocol for the School Nurse's Office

Background Statement: School buildings normally contain large concentrations of students and adults. Emergency situations can arise that could result in more than one sick and/or injured person needing the immediate attention of the school nurse. These procedures are designed to facilitate the provision of first aid as quickly as possible, identify and locate the sick and injured, summon emergency help, assist the nurse and school personnel in crisis management, and help provide transport to those in need.

General Guidelines:

1. Emergency procedures will be reviewed periodically by the school nurse and the building principal.
2. Every school nurse will conduct an annual survey to identify school staff who have been trained in CPR, EMT or other emergency training.
3. Lists of trained staff members will be maintained by the principal, the secretary, and the nurse.
4. A portable First Aid Kit will be maintained in every nurse's office. Should the school building be evacuated, this kit will be carried by the nurse or designee in order to provide aid as needed.
5. Each school should identify a chain of responsibility, e.g., principal or designee, teacher in charge, and/or two other members of staff selected to assist in a situation determined by the nurse to require additional personnel.

First Aid Is the Responsibility of Every Member of the School Staff

Victims experiencing profuse bleeding or difficulty breathing must receive immediate attention. Staff members witnessing an accident or illness shall stay with the staff/student while sending another person to call or get the nurse.

Objectives: This procedure is instituted to maintain peaceful decorum and promote safety in the school while the nurse and/or emergency transport squad address a medical crisis. Designated personnel will respond to the person in charge and perform tasks to maintain the smooth flow of emergency procedures.

All healthcare procedures must be carried out by the school nurse, school physician, emergency medical squad, or staff member certified and trained in emergency care.

The following tasks may be assigned:

- **Telephone:** The person(s) assigned to the telephone will be assigned to the school or nurse's office to make any emergency contact deemed necessary. Information regarding the needs of the student(s) under care will be shared with designated personnel who will make the appropriate calls, and maintain open telephone lines for follow-up.

- **Traffic Control:** The person(s) assigned to this task will prevent any unnecessary visits to the nurse's office during an emergency. All students sent to the nurse's office during the emergency will be directed to the main office for triage, to be sent home by telephone personnel, or assisted by the nurse depending on assessment. Traffic control persons will maintain barrier protection for universal precautions if needed.
- **Runner:** A person assigned to this duty will assist the nurse by obtaining emergency equipment as needed.
- **Extra Pair of Hands:** The person assigned to this task will assist the nurse directly by recording information dictated by the nurse and handing the nurse clean supplies.

Procedure for Ill or Injured Students

1. The school nurse will determine the level of care and begin emergency procedures immediately. If clearing the halls and further emergency procedures are required, a witnessing person shall assist the nurse by going to the office and alerting the principal and/or designee. Office personnel will respond according to a prearranged plan for the school.
2. The nurse may request that the intercom be kept open to maintain communication with the office at all times.
3. The emergency care area should be cleared of all students and/or nonessential personnel. No person should be sent through the halls unless that person also requires emergency care. In that case, a teacher or designee must escort the individual to the office. Students scheduled for medications should remain in their classrooms until given directions to proceed to the nurse's office.
4. Those individuals who will assist the nurse with nonmedical duties (runner, traffic controller, etc.) should be called upon, if they have not already responded. There should be a list of others who will be called if designees are absent.
5. The parent/guardian or designee will be called to receive information about the student injury or illness and to request information about preferred physician and/or hospital.
6. If needed, call 911 and campus police, if available. Provide the following information:
 - Describe the situation. Stress the emergency character of the situation, if appropriate.
 - Give the exact location, including address.
 - Indicate which door to enter.
 - Assign someone to stand at the door to meet the squad or police.
7. The principal's designee or school nurse will accompany the student, if removed from the premises, and remain with him or her until a parent/guardian arrives.
8. The principal or nurse will notify appropriate district level personnel as soon as possible.
9. An accident report is to be completed within 24 hours and sent to the building principal and appropriate district personnel.