

Northwest Regional Education Service District

Code: **EBC/EBCA-AR**
Revised/Reviewed: 9/10/02; 4/18/17
Orig. Code(s): EBC/EBCA-AR

Emergency Procedures - Accidents and Injuries

A Crisis Management Plan document will be developed and maintained for each service center and the regional office.

The Northwest Regional Education Service District (NWRESD) employees who are providing services to students in the facilities under the jurisdiction of a component school district should be aware of the following procedures utilized in that district. In the absence of such written procedures and/or in situations in which the students are under the control of the NWRESD and housed in a facility not under the jurisdiction of a component district, the following procedures shall be followed.

Critical Situations

A simplified method requiring only one phone call that will provide fast and qualified help is to CALL EMERGENCY SERVICES - 911.

This will immediately send an emergency vehicle and well-qualified first-aid personnel. An ambulance will be sent to the scene of the emergency as an automatic procedure.

This procedure should only be used in instances of severe injuries or the onset of serious illness. If in doubt about the severity of a given situation, call for assistance from the person in charge. When an emergency involves a student, the parents are to be contacted.

Injuries of Illness - Noncritical

Use the following procedures:

1. Notify the parents/legal guardians, if possible, and request that they provide transportation for the student to his/her home or to the doctor's office;
2. If the parents/legal guardians cannot be contacted or if transportation cannot be provided, keep the student at school until the parents/legal guardians can be contacted or can provide transportation, unless the illness or injury requires immediate attention;
3. If the illness or injury seems to require immediate attention and the parents/legal guardians cannot be contacted, the staff member, or the staff member in charge, should:
 - a. Locate the name and location of the student's doctor. Note: This information should be available on all students. If it is not, have the student taken to the nearest emergency facility;
 - b. Arrange to have the student taken to the doctor's office or wherever the doctor directs in a staff member's car or in an ambulance;

- c. Notify the parents/legal guardians as soon as they are available.

Written Reports

A written report of an accident must be completed and filed with administration within 24 hours. Copies will be forwarded to the administrator immediately responsible for the program, and, if applicable, to the insurance agent.

Other Concerns

First Aid - NWRESD employees are responsible for providing immediate care to students injured while in school and on the way to and from school. Since it is essential that proper first-aid measures be taken, whenever possible, first aid should be administered by an individual who has had special training and experience. This could be the teacher, secretary, administrator or another individual at the site.

Medication - Refer to Board policies JHCD - Nonprescription Medication and JHCDA - Prescription Medication and administrative regulation JHCD/JHCDA-AR - Nonprescription/Prescription Medication.

Special Health Cases - The administrator in charge shall notify and instruct teachers of students with special health problems that might require special attention so that adequate help and understanding can be given the student when required.