

ALLERGIC REACTION

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Prepare an annotated list of persons who are hypersensitive to allergens. (Include First Aid procedures) Disseminate to appropriate staff.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First Person Scene 2. School Nurse 3. 4. 5. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Teacher 2. School Nurse 3. Building Administrator 4. Parent or spouse 5. Superintendent
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify the stricken person. 2. Summon emergency assistance. 3. Comfort the person and administer appropriate first aid if necessary. 4. Summon Emergency Squad/Ambulance. 5. Notify Building Administrator 6. Notify parent(s) or spouse. 7. Notify Superintendent. 8. Termination of emergency. 9. Revise Emergency Plan if appropriate. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First Person on Scene Responsible Person 2. Responsible Person School Nurse 3. Responsible Person School Nurse 4. Responsible Person School Nurse 5. Responsible Person School Nurse 6. Building Administrator 7. Building Administrator 8. School Nurse 9. School Nurse 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. School Nurse 2. School Nurse 3. Person(s) trained to provide First Aid 4. Emergency Squad/Ambulance 5. 6. List of Emergency Telephone Numbers 7. Building Administrator 8. 9.

ANIMAL BITE

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Establish District policy on animals in school. District Health Emergency/First Aid Procedures.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First person on scene 2. School Nurse 3. 4. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Teacher 2. School Nurse 3. Building Administrator 4. Parent or Spouse
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Summon emergency assistance. 2. Comfort the person and administer appropriate First Aid. See note below. 3. Summon Emergency Squad/Ambulance or transport person to a physician. 4. Notify Building Administrator. 5. Notify parents or spouse. 6. Notify Superintendent. 7. Termination of emergency. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First person on scene Responsible Person 2. Responsible Person School Nurse 3. Responsible Person School Nurse 4. Responsible Person School Nurse 5. Building Administrator 6. Building Administrator 7. School Nurse 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. School Nurse 2. Person(s) trained in First Aid 3. Emergency Squad/Ambulance 4. 5. List of emergency telephone numbers 6. 7.

Note: If possible, identify animal and maintain surveillance. If practical, contain animal for rabies examination. Contact the County Health Department.

BLEEDING

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures

II. Persons Authorized to Take Immediate Action:

1. First person on scene
2. School Nurse

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or spouse
5. Superintendent
(see Personnel List)

IV. Sequential Response/Action:

1. Identify the person who is bleeding.
2. Summon emergency assistance.
3. Ensure that the injured is able to breathe. Move the victim as little as possible, if at all.
4. Comfort the person and administer First Aid, if necessary.
5. Summon Emergency Squad/Ambulance, if necessary.
6. Notify Building Administrator.
7. Notify parent or spouse.
8. Notify Superintendent.

Person(s) Responsible:

1. First person on scene
2. First person on scene.
3. First person on scene
4. Responsible Person
School Nurse
5. Responsible Person
School Nurse
6. Responsible Person
School Nurse
7. Building Administrator
8. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
- 3.
4. Person(s) trained to provide First Aid
5. Emergency Squad/Ambulance
- 6.
7. List of Emergency Telephone Numbers
- 8.

BLOW TO THE HEAD

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedure

II. Persons Authorized to Take Immediate Action:

1. First person on scene
2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or Spouse
5. Superintendent

IV. Sequential Response/Action:

1. Identify the person who had received a blow to the head.
2. Summon emergency assistance.
3. Ensure that the injured is able to breathe. Move the victim as little as possible, if at all.
4. Comfort the person and administer First Aid, if necessary.
5. Summon Emergency Squad/Ambulance, if necessary
6. Notify parent or spouse.
7. Notify Superintendent.

Person(s) Responsible:

1. First person on scene.
2. First person on scene.
3. First person on scene.
School Nurse
4. Responsible Person
School Nurse
5. Responsible Person
School Nurse
6. Building Administrator
7. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
- 3.
4. Person(s) trained to provide First Aid
5. Emergency Squad/Ambulance
6. List of Emergency Telephone Numbers
- 7.

BROKEN BONE(S)

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures

II. Persons Authorized to Take Immediate Action:

- 1. First person on scene.
- 2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

- 1. Teacher
- 2. School Nurse
- 3. Building Administrator
- 4. Parent or Spouse
- 5. Superintendent

IV. Sequential Response/Action:

- 1. Identify the person with the broken bone(s)
- 2. Summon emergency assistance.
- 3. Comfort the person and administer appropriate First Aid, if necessary.
- 4. Summon Emergency Squad/Ambulance, if necessary.
- 5. Notify Building Administrator.
- 6. Notify parent or spouse.
- 7. Notify Superintendent.

Person(s) Responsible:

- 1. First person on scene.
- 2. First person on scene.
- 3. Responsible Person
School Nurse
- 4. Responsible Person
School Nurse
- 5. Responsible Person
School Nurse
- 6. Building Administrator
- 7. Building Administrator

Necessary Resources:

- 1. School Nurse
- 2. School Nurse
- 3. Person(s) trained to provide First Aid
- 4. Emergency Squad/Ambulance
- 5.
- 6. List of Emergency Telephone Numbers
- 7.

BURNS

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

1. First person on scene.
2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or Spouse
5. Superintendent

IV. Sequential Response/Action:

1. Identify the burned person.
2. Summon emergency assistance.
3. Comfort the person and administer appropriate First Aid, if necessary.
4. Summon Emergency Squad/Ambulance, if necessary.
5. Notify Building Administrator
6. Notify parent or spouse.
7. Notify Superintendent.

Person(s) Responsible:

1. First person on scene.
2. First person on scene.
3. Responsible Person
School Nurse
4. Responsible Person
School Nurse
5. Responsible Person
School Nurse
6. Building Administrator
7. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
3. Person(s) trained to provide First Aid
4. Emergency Squad/Ambulance
- 5.
6. List of Emergency Telephone Numbers
- 7.

CHOKING

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

1. First person on scene.
2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or Spouse
5. Superintendent

IV. Sequential Response/Action:

1. Identify the stricken person.
2. Summon emergency assistance.
3. Comfort the person and administer appropriate First Aid, if necessary.
4. Summon Emergency Squad/Ambulance, if necessary.
5. Notify Building Administrator
6. Notify parent or spouse.
7. Notify Superintendent

Person(s) Responsible:

1. First person on scene.
2. First person on scene.
3. Responsible Person
School Nurse
4. Responsible Person
School Nurse
5. Responsible Person
School Nurse
6. Building Administrator
7. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
3. Person(s) trained to provide First Aid
4. Emergency Squad/Ambulance
- 5.
6. List of Emergency Telephone Numbers
- 7.

DIABETIC SHOCK

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Prepare an annotated list of persons who are diabetics. (include First Aid procedures). Disseminate to appropriate staff.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First person on scene 2. School Nurse 3. 4. 5. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Teacher 2. School Nurse 3. Building Administrator 4. Parent or Spouse 5. Superintendent
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify the stricken person 2. Summon emergency assistance. 3. Comfort the person and administer appropriate First Aid, if necessary. 4. Summon Emergency Squad/Ambulance, if necessary 5. Notify Building Administrator. 6. Notify parent or spouse. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First person on scene 2. First person on scene 3. Responsible Person School Nurse 4. Responsible Person School Nurse 5. Responsible Person School Nurse 6. Building Administrator 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. 2. School Nurse, person(s) trained to provide First Aide, Emergency Squad/Ambulance. List of Emergency Telephone Numbers 3. 4. List of Emergency Telephone Numbers. <ul style="list-style-type: none"> - School Nurse - Physician - Ambulance - Hospital 5. 6.

DROWNING

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Conduct swimming pool programs consistent with Section 155.6 of the Regulations of the Commissioner of Education.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. School Nurse 3. 4. 5. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Teacher 2. School Nurse 3. Building Administrator 4. Parent or spouse 5. Superintendent
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify the drowning person. 2. Summon emergency assistance. 3. Initiate rescue. 4. Comfort the person and administer appropriate First Aid, if necessary. 5. Summon Emergency Squad/Ambulance, if necessary. 6. Notify Building Administrator. 7. Notify parent or spouse. 8. Notify Superintendent. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. First person on scene. 3. Trained swimmer or Lifeguard. 4. Responsible person School Nurse 5. Responsible person School Nurse 6. Responsible person School Nurse 7. Building Administrator 8. Building Administrator 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. Recommended and appropriate life saving equipment. 2. Lifeguard School Nurse 3. Lifeguard 4. Person(s) trained to provide First Aid 5. Emergency Squad/Ambulance 6. 7. List of Emergency Telephone Numbers 8.

ELECTRIC SHOCK

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

- 1. First person on scene.
- 2. School Nurse
- 3.
- 4.

III. Persons to be Notified:

- 1. Teacher
- 2. School Nurse
- 3. Building Administrator
- 4. Parent or Spouse
- 5. Superintendent

IV. Sequential Response/Action:

- 1. Identify the stricken person.
- 2. Summon emergency assistance.
- 3. Comfort the person and administer appropriate First Aid, if necessary.
- 4. Summon Emergency Squad/Ambulance.
- 5. Notify Building Administrator.
- 6. Notify Parent or Spouse.
- 7. Notify Superintendent.

Person(s) Responsible:

- 1. First person on scene.
- 2. First person on scene.
- 3. Responsible Person
School Nurse
- 4. Responsible Person
School Nurse
- 5. Responsible Person
- 6. Building Administrator
- 7. Building Administrator

Necessary Resources:

- 1. School Nurse
- 2. School Nurse
- 3. Person(s) trained to provide First Aid
- 4. Emergency Squad/Ambulance
- 5.
- 6. List of Emergency Telephone Numbers
- 7.

EPIDEMIC

I. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

1. School Nurse
2. School Physician
3. Superintendent
4. Parents
- 5.

III. Persons to be Notified:

1. Building Administrator
2. Superintendent
3. School Physician
4. Public Health Official
- 5.

IV. Sequential Response/Action:

1. Identify the problem.

Person(s) Responsible:

1. School Nurse
School Physician
Building Administrator
Superintendent

2. Notify public health officials.

2. School Physician

3. Notify directives of the school physician and public health officials.

3. Building Administrator
Superintendent

4. Termination of emergency.

4. Public Health Officials

Necessary Resources:

- 1.
2. Public Health Department
3. Public Health Department
News media
- 4.

EPILEPTIC CONVULSIONS

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Prepare an annotated list of persons who are susceptible. (Include First Aid procedures, differentiating between petit and grand mal episodes and include what not to do). Disseminate appropriate staff.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. School Nurse 3. 4. 5. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Teacher 2. School Nurse 3. Building Administrator 4. Parent or Spouse 5. Superintendent
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify the stricken person. 2. Summon emergency assistance. 3. Calm and disperse other persons who are present, if any. 4. Notify School Nurse. 5. Notify Building Administrator. 6. Notify parent. 7. Revise Pre-Emergency Plan, if appropriate. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. First person on scene. 3. Staff Person 4. Staff Person 5. School Nurse. 6. Building Administrator School Nurse 7. School Nurse 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. 2. Staff person(s) familiar with contingency plans. 3. 4. 5. 6. 7.

FOOD POISONING

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

- 1. School Nurse
- 2. School Physician
- 3. Superintendent
- 4.
- 5.

III. Person to be Notified:

- 1. Building Administrator
- 2. Superintendent
- 3. School Physician
- 4. Public Health Official
- 5. Parents

IV. Sequential Response/Action:

- 1. Identify the problem.
- 2. Notify public health officials.
- 3. Follow directives of the school physician and public health officials.
- 4. Termination of emergency.

Person (s) Responsible:

- 1. School Nurse
School Physician
Building Administrator
Superintendent
- 2. School Physician
- 3. Building Administrator
Superintendent
- 4. Public Health Officials

Necessary Resources:

- 1.
- 2. Public Health Department
- 3. Public Health Department
News media
- 4.

HEAD LICE

I. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

1. Teaching Staff
2. School Nurse
- 3.
- 4.

III. Persons to be Notified:

1. School Nurse
2. Building Administrator
3. Parents
4. Superintendent

IV. Sequential Response/Action:

1. Identify infested person(s).
2. Send to School Nurse.
3. Notify Parent.
4. Arrange for home transportation.
5. Upon return to school: Person(s) report to School Nurse.

Person(s) Responsible:

1. Teaching Staff.
2. Teaching Staff
3. School Nurse
4. School Nurse
Parents
Transportation Supervisor
Building Administrator
5. Teaching Staff
School Nurse

Necessary Resources:

- 1.
- 2.
- 3.
4. Parent-arranged transportation, school bus, school vehicle.
- 5.

HEART ATTACK

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| <p>1. <u>Pre-Emergency Planning:</u></p> <p>Establish District Health Emergency/First Aid Procedures.</p> | <p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. School Nurse 3. 4. 5. | <p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. School Nurse 2. Teacher 3. Building Administrator 4. Parent or Spouse 5. Superintendent |
| <p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Identify the stricken person. 2. Summon emergency response. 3. Comfort the person and administer First Aid, if necessary. 4. Summon Emergency Squad/Ambulance, if necessary. 5. Notify Building Administrator. 6. Notify Parent or Spouse. 7. Notify Superintendent. | <p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. First person on scene. 2. First person on scene. 3. Responsible Person
School Nurse 4. Responsible Person
School Nurse 5. Responsible Person
School Nurse 6. Building Administrator 7. Building Administrator | <p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. School Nurse 2. School Nurse 3. Person(s) trained to provide First Aid 4. Emergency Squad/Ambulance 5. 6. List of Emergency Telephone Numbers 7. |

RESPIRATORY ARREST

- | | | |
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| <p>1. <u>Pre-Emergency Planning:</u></p> <p>Establish District Health Emergency/First Aid Procedures.</p> | <p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none">1. First person on scene.2. School Nurse3.4.5. | <p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none">1. Teacher2. School Nurse3. Building Administrator4. Parent or Spouse5. Superintendent |
| <p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none">1. Identify the stricken person.2. Summon emergency assistance.3. Comfort the person and administer appropriate First Aid, if necessary.4. Summon Emergency Squad/Ambulance, if necessary.5. Notify Building Administrator6. Notify Parent or Spouse.7. Notify Superintendent. | <p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none">1. First person on scene.2. First person on scene.3. Responsible Person
School Nurse4. Responsible Person
School Nurse5. Responsible Person
School Nurse6. Building Administrator7. Building Administrator | <p><u>Necessary Resources:</u></p> <ol style="list-style-type: none">1. School Nurse2. School Nurse3. Person(s) trained to provide First Aid4. Emergency Squad/Ambulance5.6. List of Emergency Telephone Numbers7. |

SCHOOL BUS ACCIDENT

<p>1. <u>Pre-Emergency Planning:</u></p> <p>Establish a school bus accident/fire procedure.</p>	<p>II. <u>Persons Authorized to Take Immediate Action:</u></p> <ol style="list-style-type: none"> 1. School Bus Driver 2. Person(s) at Scene 3. 4. 	<p>III. <u>Persons to be Notified:</u></p> <ol style="list-style-type: none"> 1. Superintendent 2. Transportation Supervisor 3. Business Administrator 4. State Departments of Education, Motor Vehicles, Transportation
<p>IV. <u>Sequential Response/Action:</u></p> <ol style="list-style-type: none"> 1. Relocate pupils away from danger area. 2. Render First Aid to injured persons. 3. If necessary, request emergency assistance. Ambulance, Fire Department, Rescue Squad and/or Police. 4. Notify school district administration. If needed, request spare vehicle to transport uninjured students. 	<p><u>Person(s) Responsible:</u></p> <ol style="list-style-type: none"> 1. School Bus Driver Students Person(s) at Scene 2. School Bus Driver Students Person(s) at Scene 3. School Bus Driver Students Person(s) at Scene 4. 	<p><u>Necessary Resources:</u></p> <ol style="list-style-type: none"> 1. 2. First Aid kits 3. Telephone, two-way radio 4. Telephone, two-way radio Refer to the District's Crisis Team Checklist on p. D- 39, Section D of this Manual.

SHOCK

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures.

II. Persons Authorized to Take Immediate Action:

1. First Person on Scene
2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or Spouse
5. Superintendent

IV. Sequential Response/Action:

1. Identify the stricken person.
2. Summon emergency assistance.
3. Comfort the person and administer appropriate First Aid, if necessary.
4. Summon Emergency Squad/Ambulance, if necessary.
5. Notify Building Administrator.
6. Notify Parent or Spouse.
7. Notify Superintendent.

Person(s) Responsible:

1. First Person on Scene.
2. First Person on Scene.
3. Responsible Person
School Nurse
4. Responsible Person
School Nurse
5. Responsible Person
School Nurse
6. Building Administrator
7. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
3. Person(s) trained to provide First Aid
4. Emergency Squad/Ambulance
- 5.
6. List of Emergency Telephone Numbers
- 7.

TOXIC EXPOSURE

1. Pre-Emergency Planning:

Establish District Health Emergency/First Aid Procedures for Toxic Spills/Exposure.

II. Persons Authorized to Take Immediate Action:

1. First Person on Scene.
2. School Nurse
- 3.
- 4.
- 5.

III. Persons to be Notified:

1. Teacher
2. School Nurse
3. Building Administrator
4. Parent or Spouse
5. Superintendent

IV. Sequential Response/Action:

1. Identify the stricken person.
2. Summon emergency assistance.
3. Comfort the person and administer appropriate First Aid.
4. Summon Emergency Squad/Ambulance, if necessary.
5. Call Fire Department and Local Health Department.

Person(s) Responsible:

1. First Person on Scene.
2. First Person on Scene.
3. Responsible Person
School Nurse.
4. Responsible Person
School Nurse
5. Building Administrator

Necessary Resources:

1. School Nurse
2. School Nurse
3. First Aid Information from Toxic Substance Information and Training Sheet or Material Safety Data Sheets (MSDS)
4. Emergency Squad/Ambulance
5. Emergency Telephone Numbers:
 - Ambulance
 - Fire
 - Hospital
 - Health Department
 - Chemtrak:
1-800-424-9300

6.	Notify Building Administrator.	6.	Responsible Person School Nurse	6.
7.	Notify Parent or Spouse.	7.	Building Administrator	7.
8.	Notify Superintendent.	8.	Building Administrator	8.
9.	Termination of Emergency.	9.	School Nurse	9.

List of Emergency Telephone Numbers