

# ADMINISTRATIVE PROCEDURE

## EMERGENCY CARE IN SCHOOLS

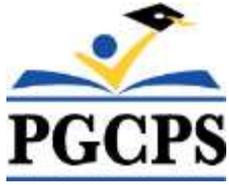
5162

Procedure No.

July 30, 2019

Date

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- I. **PURPOSE:** To establish procedures for emergency care, including first aid, in Prince George’s County Public Schools (PGCPS).
  
  - II. **BACKGROUND:** The Professional School Nurse is required to provide first aid and emergency care to students and employees until the EMS arrive at the site. In the absence of the Professional School Nurse, the principal or principal’s designee will provide appropriate care in accordance with the Guide for Emergency Care in Maryland Schools, which can be downloaded at:  
[http://fha.maryland.gov/pdf/mch/Guide\\_for\\_Emergency\\_Care\\_in\\_MD\\_Schools.pdf](http://fha.maryland.gov/pdf/mch/Guide_for_Emergency_Care_in_MD_Schools.pdf). This guide must be reviewed on an ongoing basis by the principal or principal’s designee in order to maintain familiarity with the procedures.
  
  - III. **DEFINITIONS:** The following definitions apply to this Administrative Procedure:
    - A. Emergency Care – A sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property and/or interference with normal activity of a person or organization and which, therefore, requires immediate attention and remedial action.
  
    - B. Emergency Medical Services (EMS) – An emergency medical system is a community-wide coordinated means of responding to an accident or a medical emergency. The service is activated by dialing 911.
  
    - C. First Aid – Immediate care given to a person who has been injured or becomes suddenly ill.
  
    - D. Parent(s) – Refers to the legal guardian(s) of the student.
  
    - E. School Nurse – An individual licensed in the State of Maryland and employed or contracted by PGCPS as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN).
  
  - IV. **PROCEDURES:**
    - A. **WHEN THE PROFESSIONAL SCHOOL NURSE IS AVAILABLE:**
      1. Notify the Professional School Nurse of the location and nature of the emergency.
        - a. The Professional School Nurse will determine the type of the emergency and where the emergency care will be provided.



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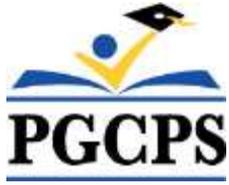
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- b. Other students must be removed from the immediate area during the emergency.
  - c. The Professional School Nurse will determine the need to activate EMS.
  - d. The principal or designee will be notified of the decision to activate EMS.
  - e. EMS in conjunction with the Professional School Nurse will make the decision to transport the patient. The principal and parent(s) will be notified regarding the nature of the injury or illness and the medical facility to which the student will be transported.
  - f. The school principal or designee will designate the individual to accompany the student to the medical facility.
  - g. The Professional School nurse must remain at the school to be available for the remaining student population.
2. The nurse will document the nursing care rendered in SHERe and attach a copy of the note to the student accident report.
  3. A student accident report will be:
    - a. Completed by the staff member who witnessed the incident.
    - b. Submitted to the principal or his/her designee.
    - c. Scanned to Risk Management.

#### **B. WHEN THE PROFESSIONAL SCHOOL NURSE IS UNAVAILABLE:**

1. Follow the recommended procedures in the Guide for Emergency Care in Maryland Schools located in the health room and in multiple locations in the school. It can be downloaded at:  
[http://fha.maryland.gov/pdf/mch/Guide\\_for\\_Emergency\\_Care\\_in\\_MD\\_Schools.pdf](http://fha.maryland.gov/pdf/mch/Guide_for_Emergency_Care_in_MD_Schools.pdf).
2. Do not move an injured student unless the area is unsafe (i.e. fire).
3. Other students must be removed from the immediate area during the emergency.



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4. A designated school personnel who is trained and certified in First Aid and cardiopulmonary resuscitation CPR and the principal/designee will determine the need to activate EMS.
5. EMS will make the decision to transport the student.
6. The following information will be relayed if EMS is activated:
  - a. The name of the school;
  - b. Address and precise location in the school where the injured or ill person is located;
  - c. The phone number of the school or other site from which you are calling;
  - d. The nature of the emergency, e.g., an allergic reaction, bleeding, respiratory distress, seizures, etc.;
  - e. The number of injured persons for whom EMS is needed.
7. The following information needs to accompany the student to the medical facility:
  - a. Name, address and contact information for the parent.
  - b. List of medications, treatments, dosage and time of administration.
  - c. List of allergies (i.e. latex, medications, food, environmental, etc.).
  - d. List of medical diagnosis
8. The parent(s) will be notified regarding the nature of the injury or illness and the medical facility to which the student will be transported.
9. The school principal or designee will designate the individual to accompany the student to the medical facility.
10. The Office of School Health must be notified of a 911 call by 4:30 pm. or within one (1) hour of activating EMS the day of the incident. In the event notification cannot occur until after 4:30 p.m., contact the Supervisor or School Health Specialist prior to the next business day.
11. A student accident report will be:
  - a. Completed by the staff member who witnessed the incident.
  - b. Submitted to the principal or his/her designee.
  - c. Scanned to Risk Management.



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### C. EMERGENCY INFORMATION:

An emergency information card/form shall be maintained for each student. This information should be updated by the students' parents at least annually.

### D. TRAINING:

At least one designated school personnel in addition to the School Professional Nurse should be trained and certified in the First Aid Program of the American National Red Cross or its equivalent, and in adult or pediatric cardiopulmonary resuscitation (CPR), or both. One certified staff person should be available on site during the school day and at all school-sponsored athletic events.

- V. **MONITORING AND COMPLIANCE:** The Professional School Nurse will review 911 Electronic Log bi-weekly and the Office of School Health will review the 911 Electronic Log annually.
- VI. **RELATED PROCEDURES:** None
- VII. **LEGAL REFERENCE:** §7-426 of the Education Article of the Annotated Code of Maryland; COMAR 13A.05.05.09
- VIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of School Health, within the Department of Student Services, will maintain and update these procedures as necessary.
- IX. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5162, dated July 1, 2011.
- X. **EFFECTIVE DATE:** July 30, 2019