

**LINCOLN PUBLIC SCHOOLS  
HEALTH SERVICES**

**EMERGENCY ACTION PLAN FOR INJURY AND SUDDEN ILLNESS**

**RECORD SCHOOL ADDRESS AND PHONE HERE FOR REFERENCE IN THE EVENT OF 911 CALL:**

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**PURPOSE:**

- Identify the responsibilities of building staff and health services staff in the event of emergency affecting a student or staff member.
- Identify conditions for which community emergency personnel must be summoned.
- Clarify responsibility for communications with parents/guardians or other emergency contacts.

**GENERAL INFORMATION:**

**A staff member should remain at all times with the injured/ill individual. The health services staff member on the premises should be called at once to the scene.** A student may be sent to the health office in order to make notification of the incident and request assistance.

Upon arrival at the scene, the health services member (school nurse, treatment nurse, or health technician), will assume care of the injured/ill individual until such time as a parent/guardian or emergency services personnel is summoned and arrives on the scene.

The School Nurse if not present and Risk Management should be notified as soon as possible that an emergency has occurred at the school.

If 911 is summoned, the dispatcher should be given the following information, if available:

- Is the victim a child or an adult?
- Is the victim breathing?
- Is the victim conscious?
- The mechanism of injury, or nature of illness, if known;
- Specific instructions as to the entrance closest to the scene.

The administrator should designate an individual who will meet the emergency personnel, identify themselves, and escort the emergency personnel to the scene. The building administrator (or administrator in charge) and the health services staff on the scene should promptly identify themselves to the emergency personnel.

Note that many students with known health conditions have individual action plans on file in the health office. The information on the individual student's plan should be followed to the extent determined appropriate by the health services staff.

**PROCEDURE:**

1. Health services staff is notified immediately that the situation exists. **A severely injured or ill individual is not to be moved or carried.** The person should be kept warm and sheltered to the extent possible until paramedics or emergency personnel arrive. The area around the injured/ill person should be cleared of people and barriers.
2. Health services staff will promptly assume care of the individual utilizing correct standard first aid practices and CPR measures as indicated including the use of proper barrier precautions.
3. The responsibility for notifying the appropriate parent/guardian or emergency contact of the adult staff member (if appropriate) rests with the administrator and his or her designee. The primary concern of the health services staff member is the student or staff member experiencing the emergency.

4. In the event the parent/guardian cannot be reached, the school nurse assigned to the building should be notified (or "nearest nurse") and called immediately to the building. Administrative staff will continue efforts to reach the parent/guardian.
5. In the event of life-threatening emergency, or a situation where parent/guardian cannot be reached, school health personnel will make the determination if 911 should be summoned to the scene.
6. The school nurse will determine if assistance can be obtained by calling the student's primary physician, and make contact if so.
7. **911 should be contacted for the following:**

Severe respiratory distress	Head, neck, or spinal trauma
Altered state of consciousness	Injury of unknown or suspicious origin
Apparent heart attack	Seizures without prior history
Acute reaction, i.e., anaphylaxis, poisoning	Hazardous fumes
Inability to transport by other means	
Motor Vehicle Accident	

8. In the event of transport of a student by 911 in absence of parent/guardian:

School personnel should be prepared to provide enrollment information and any health or medical history pertinent to the child's emergency needs. On the AS 400, report STU305cc has been configured for this purpose.

If the situation involves a young child, the administrator may assign a school staff member to accompany the student in the emergency vehicle to the hospital. Note: such accompaniment, if needed, is not usually provided by health office personnel because paramedics have assumed responsibility for care of the individual.

9. In the event of apparent death:

This determination will **not** be made by health services staff or any other school personnel. The situation should be handled as though the victim is unconscious and an acute emergency exists. The extreme severity of the individual's condition will not be reported to the parent/guardian by school personnel.

The building administrator will determine:

If the district crisis team should be activated.

If the emotional status of the school population warrants parental notification and/or release from school.

If substitute staff are required.

If notification of change in student status impacts the transportation schedule and the transportation department needs to be notified.

10. Health services staff are responsible for accurate documentation of the event in the daily health office log as well as the individual student health card and student/employee accident reports as may be appropriate.

#### EVALUATION/OUTCOMES:

Determine number of 911 calls per year.

ID primary cause of call.

Identify 911 calls resulting in declination of services or transport.

Review summary reports of student accident reports resulting in 911 calls for trends that involve mechanism for prevention.

Survey principals, building health technicians, and nurses following 911 calls.