Sample B: First Aid Emergency Response

Care of Injured/III Student

- Clear the risk of further harm to the injured student by securing the area and shelter the injured student from the elements.
- Assess the injured/ill student. Follow school board policy in calling for your school's First Aid
 Provider or Emergency Medical Services, if needed. Attend to student based on level of training.
- If the injured student is not moving or you suspect a head, neck or spinal injury do not move the student and tell the student not to move.
- Check that airway is clear, breathing is present.
- Protect yourself (wear gloves or personal protective equipment (PPE) if in contact with blood or bodily fluids).
- Control bleeding. Look for signs of shock.
- For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler). If medication is not present access immediately.
- Check for sign(s) and/or symptom(s) of a suspected concussion.

Transportation of Student to Hospital (EMS not required)

• Follow school board's first aid plan, including accessibility to a vehicle for transportation of a student to hospital.

When Emergency Medical Services (EMS) are Required

Designated person:

- Identifies an individual to call 911.
- Provides the call person with information on the condition of the injured/ill student.
- Provides the call person with other relevant information under the circumstances (for example, access entrance for EMS).

 Requests the call person to report back to confirm the call and provide the estimated time of ambulance arrival.

Preparing for EMS Arrival

Designated person:

- Sends person(s) outside to the access entrance to greet ambulance/fire department and to guide them to the injured/ill student.
- Observes/attends to injured/ill student and monitors for changes in condition and reassures student until EMS help arrives.

Transfer of Care to EMS Personnel

Designated person:

- Ensures the injured/ill student's medical information is available when EMS arrives (for example, pre-existing conditions and/or prescribed medication(s), Plan of Care).
- Provides information to EMS personnel (for example, time incident occurred; what happened; condition the injured student was found in; first aid procedures performed; changes in injured student's condition).

Roles and Responsibilities of Call Person

- Makes 911 call to dispatcher.
- States nature of emergency and requests an ambulance.
- Provides their name and site location information (for example, name of site, municipality, address, cross streets, phone number, access entrance closest to injured/ill student, if more than one).
- Responds to dispatcher questions regarding condition of injured student (for example, conscious, breathing, bleeding).
- Returns to the designated person to confirm call and provide estimated time of ambulance arrival.