

HASBBROUCK HEIGHTS HEALTH SERVICES EMERGENCY PROCEDURES

The following procedures should be followed in the event of a Medical Emergency:

1. The school nurse should be contacted immediately through the intercom system.
2. If you do not have an intercom, send a student to the main office and a student to the nurse's office to inform them of the emergency.
Try to communicate:
 - Name & approximate age of student
 - Location (classroom #, which stairwell, etc)
 - Degree of emergency (unconscious, bleeding profusely, etc)
3. If the school nurse is absent from the building, the principal or teacher-in-charge should be notified immediately. The school nurses from the other buildings should be contacted.
4. Stay with the student; do not send a seriously ill or injured student to find the nurse.
5. In the case of a minor injury or illness, the student may be escorted to the nurse's office or main office by a buddy.
6. In the case of a significant injury or serious illness, the nurse should be summoned to the student's location if they are unable to be escorted by an adult to the nurse's office or main office.
7. Do not move the injured person if you suspect they may have a head or neck injury or a broken bone.
8. Parents should be notified as soon as possible in case of illness or injury.
9. It is important to keep the injured/ill child calm, so don't show shock or fear.
10. **Call EMS (911) when:** (the main office should make these calls/ask for the paramedics to be dispatched)
 - a. **unconscious**
 - b. **severe breathing problem**
 - c. **disorientation**
 - d. **severe blow to the head**
 - e. **obvious broken bone**
 - f. **extremely severe and undiagnosed pain**
 - g. **allergic reactions for students with history of anaphylaxis**
 - h. **severe allergic reactions to bee stings or food without history**
 - i. **suspicion of significant head, neck, or back injury**
 - j. **symptoms of heart attack or unrelieved choking**
 - k. **seizure**
 - l. **uncontrollable bleeding**
11. Always request PARAMEDICS if 911 is called for diabetic emergencies, anaphylaxis, asthmatic emergencies, and heart attacks.
12. The Secretary will announce a medical lockdown if needed.
13. The secretary should notify the custodian or other available personnel of the call to 911, so they can meet the responders (ambulance) at the side door and direct **EMS** to the emergency.
14. Copies of the emergency phone number card should be given to the paramedics. If the student has emergency medicines in school to treat this emergency, they should be retrieved from the nurse's office and given to the paramedic with a copy of the doctor's order.
15. Remember to complete an accident report. (for illness incidents also)
16. A debriefing session will be held by the nurse and/or principal following an incident that required a call to EMS (911).