

RECOMMENDED PROCEDURE FOR EMERGENCY AND
FIRST AID CARE IN THE SCHOOL SETTING

- Step 1: Make an immediate assessment of the situation to determine nature, seriousness, and location of the illness/injury.
- Step 2: Determine course of action, which will reflect both the severity of the injury/illness and the skill of the responder.
- Step 3: Call the office and/or immediately send a dependable student messenger to the nurses or school office with the following information:
- a. location of the ill/injured person
 - b. type and extent of the injury/illness
 - c. description of care being provided, and who is providing care
 - d. request for appropriate assistance
- Step 4: Emergency Care/Parental Notification
- a. school personnel can give emergency care and/or initial response team located in each school building notifies parents regarding nature and extent of illness/injury and care provided, and recommendations for needed follow-up medical evaluations
 - b. emergency care requires treatment and/or transportation beyond the scope of school personnel; call 911 or Tri State Ambulance Service
- Procedures for specific first aid and emergency care are provided in the following manuals:
- The American Heart Association
 - The First Responders
 - The National Safety Council
- Step 5: Follow-up communication with parents regarding information relating nature, and extent of illness/injury, care provided, and recommendations for needed medical evaluations.
- Step 6: Investigate the cause of reportable accidents. Supervising personnel should insure that any apparatus, equipment, and/or conditions involved in the accident are retained in status quo until the investigation is complete.

West Salem School District
Policy 453.1a

- Step 7: Follow-up and correct any precipitating factors to an incident. If the situation cannot be corrected immediately, report the condition and its status to the principal.
- Step 8: Complete and file a written accident report as soon as possible.
- Step 9: Document all assessment and care provided for any student illness/injury including communication with child's family or physician.

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