

TEMECULA VALLEY CHARTER SCHOOL
Board Policy

Health Services and First Aid Policy and Procedures

Board Action: APPROVED

Effective Date: 10-11-2018

The Governing Board recognizes the importance of taking appropriate action whenever an emergency threatens the safety, health or welfare of a student at school or during school-sponsored activities, including the adoption of a school-wide epi-pen policy and all other applicable health and safety policies required by law. The Executive Director/Principal or designee shall ask parents/guardians to provide emergency information in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

These guidelines will not delay the calling of 9-1-1 in the event of an emergency.

All Staff will maintain CPR and First Aid Certification. Staff will be trained annually in basic health services as follows:

1. Remain calm and assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, chemical exposure, building damage, unstable structures, fire or smoke, traffic, agitated or violent students.
2. A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives. For serious injury or illness, call 9-1-1 without delay.
3. Notify the responsible school nurse, health clerk or administrator designated to handle emergencies. Upon arrival this person should take charge of the emergency.
4. Do NOT give medications unless there has been prior written approval by the person's parent or legal guardian and doctor. Administer medications according to local school policy and state or federal laws and regulations.
5. Do NOT move a severely injured or ill person unless absolutely necessary for immediate safety. If moving is necessary, protect the neck by keeping it straight to prevent further injury.
6. Call Emergency Medical Services (9-1-1), if appropriate, or arrange for transportation of the ill or injured person, if necessary. Provide EMS personnel with copies, if any, of physician/parents' signed record of medical instructions for emergencies.
7. The responsible school nurse, health clerk, administrator, or a designated employee should notify the parent/legal guardian of the emergency as soon as possible that an injury has occurred and the school's response.

8. If the parent/legal guardian cannot be reached, notify a parent/legal guardian substitute.
9. Each student should have an emergency information record (i.e., student information system) on file that provides essential contact information, medical conditions, medications and an emergency care plan if appropriate. Provide a copy of student's emergency information to EMS upon arrival, if authorized by parent/legal guardian.
10. Fill out a report for all injuries and illnesses requiring above procedures if indicated by school policy.

Staff will be trained to call 9-1-1 if the following situations occur whether for students or adults:

1. The person is not breathing.
2. The person is having difficulty breathing, shortness of breath or is choking.
3. The person has no pulse.
4. The person is unconscious, semi-conscious or unusually confused.
5. The person has bleeding that won't stop.
6. The person is coughing up or vomiting blood.
7. The person has chest pain or pressure persisting more than 3-5 minutes or has chest pain that goes away and comes back.
8. The person has been poisoned or taken an overdose.
9. The person has a seizure for the first time, a seizure that lasts more than 5 minutes, multiple seizures, or has a seizure and is pregnant or diabetic.
10. The person has injuries to the head, neck or back.
11. The person has sudden, severe pain anywhere in the body.
12. The person has an open wound over a suspected fracture or where bone or muscle is exposed.
13. The person's condition is limb-threatening or other injuries that may leave the person permanently disabled unless he/she receives immediate care; for example: lack of feeling or normal color on injured limb (arm or leg); amputation; severe eye injury or chemical exposure to the eye.
14. Moving the person could cause further injury.
15. The person needs the skills or equipment of paramedics or emergency medical technicians.
16. Distance or traffic conditions would cause a delay in getting the person to the hospital.