

**Administrative Procedures for Review at
February 7, 2023 Board Meeting**

Emergency Medical Care Procedures

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

EMERGENCY INFORMATION

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parent/guardians' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of the student's family physician/health care provider and permission to contact health care professionals in case of emergency.
4. Name and phone number of an authorized "emergency" contact (~~person other than parent/guardian~~) to reach, if necessary.
5. Unusual medical problems, if any.

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the student's child's parent/guardian or other authorized person(s) listed on the school emergency card to:
 - a) Inform the student's parent/guardian or authorized person contact that the child is not able to remain at school.
 - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
 - c) Advise the parent/guardian or other authorized person to consider consulting with contact that s/he may want to contact a physician/health care provider practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service, if needed.
5. Administer medication in accordance with District policy and administrative procedure when ordered by the student's personal physician/health care provider practitioner or in accordance with parental permission through a standing order for the administration of over-the counter medication.
6. Keep the student in a first aid area if the student s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/ guardian or authorized person/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with communicable contagious diseases, including AIDS, according to applicable state administrative regulations, protocols, and guidelines; guidelines from the Centers for Disease Control & Prevention; guidelines from the American Academy of Pediatrics "Managing Infectious Diseases in Childcare and Schools" most recent edition; or Board reviewed administrative procedures.

Emergency Medical Care Procedures**MEDICAL EMERGENCY PROCEDURES (CONTINUED)**

11. ~~Follow Employees shall follow~~ the District's Exposure Control Plan set forth in Administrative Procedures 03.14 AP.1 when clean-up of body fluids is required.

SUPPLIES/PERSONNEL

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. Each school shall maintain epinephrine in a minimum of two (2) locations in the school, including but not limited to the school office and the school cafeteria for administration to students who may have a life-threatening allergic reaction but have no written individual health plan in place.
3. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
4. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, including seizure action plans, shall have on duty during the school day or during any school-related activity activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
5. The parent/~~or~~ guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's ~~treating~~ physician/health care provider, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

DOCUMENTATION

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian or authorized person.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

RELATED POLICIES:

09.224; 09.2241

STUDENTS

09.224 AP.1
(CONTINUED)

Emergency Medical Care Procedures

RELATED PROCEDURES:

09.224 AP.21; 09.2241 AP.22; 09.2241 AP.23

Review/Revised:2/11/2020

- CERTIFIED PERSONNEL -

Personal Data Form Salaries

The Department of Personnel Services ~~Recruitment and Staffing~~ shall complete the Action Entry Form (AEF) for new hires and reassignment actions which includes the following categories; demographics, education, certification, stipends, work experience, special comments and salary. The salary listed on the AEF shall be determined in accordance with the Board approved Salary Placement Rules enacted at the time a position is accepted.

Review/Revised:7/21/2020

- CLASSIFIED PERSONNEL -

Personnel Data Forms Salaries

| The Department of Personnel Services ~~Recruitment and Staffing~~ shall complete the Action Entry Form (AEF) for new hires and reassignment actions which includes the following categories; demographics, education, certification, stipends, work experience, special comments and salary. The salary listed on the AEF shall be determined in accordance with the Board approved Salary Placement Rules enacted at the time the position is accepted.

Review/Revised:6/23/2020