



Medical and Travel
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Carbon County School District #1



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[Medical](#)



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Medical

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Accidents/Medical Emergencies

Reportable Incident

[Administrator/Head Teacher's Responsibilities](#) | [Staff's Responsibilities](#) | [PM Custodial Responsibilities](#) | [Dispatcher Information Checklist](#)

Administrator/Head Teacher's Responsibilities

- Call [911](#).
- Report to the scene. Secure and isolate the area.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the police/EMS emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.
- Call Central Office at [307-328-9200](#).
- Initiate support services for students/staff immediately through the Crisis Management Team.

Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Call [911](#).
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Use universal precautions when handling body fluids.
- Assist the emergency medical responders.
- If the scene is not safe, e.g. electric shock, downed wires, etc., wait for EMS.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), but is not responsible for the following:
 - Notify the parent/guardian.
 - Accompany the student/staff to the hospital if the parent/guardian cannot be there.
 - Initiate support services for students/staff immediately through the Crisis Management Team.
- Call the "On-Call" Supervisor.

Information to provide dispatcher:

<input type="checkbox"/>	School Name
<input type="checkbox"/>	Address
<input type="checkbox"/>	Quickest route for the ambulance to reach the building
<input type="checkbox"/>	Exact location within the building
<input type="checkbox"/>	Nature of the emergency
<input type="checkbox"/>	Approximate age of the injured person
<input type="checkbox"/>	Any known allergies



Death on School Site

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Death on School Site

(Natural causes, accidental, suicide or homicide)

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Survey scene to determine safe approach.

Administrator/Head Teacher's Responsibilities

- Identify the problem and the location. Secure and isolate the area. Determine if there is to be a **lockdown**.
- [Call 911](#). Limit student movement.
- Call Central Office at [307-328-9200](#).
- Immediately initiate support services for students/staff through the Crisis Management Team.
- Assist the police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/victim(s), if possible.
- Provide the police/EMS with emergency information.

Staff's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- [Call 911](#).
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), if the Administrator or Head teacher is not present or quickly accessible (cannot initiate the CMT procedures).



When a Trauma or Loss Occurs

[Administrator Responsibilities](#)

Administrator/Head Teacher's Responsibilities

- Contact emergency responders if necessary.
- Secure the area and limit student movement.
- Contact School Crisis Management Team.
 - Central Office
 - Counselors
 - Social Worker
 - Psychologist
 - Nurse
- Appoint or act as the Incident Response Coordinator.
- Verify the facts in writing.
- Develop appropriate communication for students, staff and parents.
- Contact the Superintendent who will inform the School Board and act as Spokesperson to the media.