

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** COB-RA, EBH-RA, EBK-RA

**Office:** Associate Superintendent for Instruction and Program Development

### Emergency First Aid

#### I. PURPOSE

To define the responsibilities for providing first aid care for pupils and staff members and for developing an emergency care plan and to outline procedures for providing emergency first aid training for school personnel

#### II. DEFINITION

*First aid* is defined as the immediate care given to a person who has been injured or who has been suddenly taken ill.

#### III. PROCEDURES

##### A. Students

##### 1. Responsibility for First Aid Care

When accidental injury or illness occurs in the school, the teacher reports it to the principal (or designee), who is responsible for providing immediate care, notifying the parent/guardian or family physician, and getting the student home or to a hospital if the parent/guardian and family physician are not available and hospital treatment appears to be warranted. In cases of life-threatening emergency, the school official should immediately call the rescue squad and notify the student's parent/guardian. If the community health nurse is available, she/he should carry out these responsibilities.

##### 2. Maintaining an Ongoing Program

The responsibilities of the principal for maintaining an ongoing program of first aid care include the following:

- a) Creating an awareness among staff members that each employee has a responsibility to be knowledgeable about basic first aid techniques and to render first aid in an emergency situation to the best of his/her ability. The first aid needs of any school will be minimized when close supervision of students is provided in all areas of the school building and outdoor facilities.
- b) Attempting at all times to have at least two members of the school staff certified in standard or advanced first aid. Such persons may be identified and selected from the several categories of professional and supporting services personnel who serve the school on a full-time basis. The names of the certified persons should be made known to all other staff members and posted in the office and health room on the emergency care plan.
- c) Assuring that MCPS Form 565-1: *Emergency Information* is completed for each student at the beginning of each school year and the information maintained throughout the school year, as new students enroll and when addresses are changed. This information will be maintained in the school office, and if practicable a copy should also be kept on file in the health room. The parent/guardian of each student enrolled in a Montgomery County public school shall annually sign an authorization on MCPS Form 565-1 giving the principal authority to call the family physician or another physician in an emergency when the family physician or parent/guardian cannot be contacted and to transport the student to a hospital when treatment is warranted.
- d) Developing a school plan for emergency treatment of the sick and/or injured. The plan will be posted in every health room and school office, and school-based personnel should be knowledgeable about procedures to be followed. This plan will conform to the *Model Emergency Care Plan* available from the Division of Supply and Property Management.

3. Information and Training

- a) It is recognized that some injuries which occur in a school may be cared for by the teacher. Directions for such care are provided on Montgomery County Health Department/Montgomery County Public Schools display poster, *Emergency First Aid Care*, available from the Division of Supply and Property Management. This 11" x 17" card is to be posted in every

health room and in other strategic locations throughout the school, e.g., gymnasiums, cafeterias, industrial arts rooms, and science rooms.

- b) A standard or advanced first aid course will be offered to selected Montgomery County Public Schools supporting services employees during the work day.

B. Employees

The principal/department director is responsible for obtaining emergency treatment information from each employee and keeping this file updated and accessible to the office staff and, in the schools, to the community health nurse. This information should include the name of the person to be notified in case of accident or injury, name of physician, name of preferred hospital, information related to allergies and contraindicated medication, and any other information necessary in the event of an accident or sudden illness. Some emergency information is also available in the Department of Employment Standards and Operations. The procedures set forth in Item A above are applicable in providing first aid care for employees.

*Administrative History:* Formerly Regulation No. 525-11, February 23, 1976; directory information updated January, 1983; reviewed April, 1988; revised December 18, 1992.