

Please post in front office, health room, gymnasium, cafeteria, locker room(s), science and other classrooms where technical equipment and supplies are used, and other designated high risk areas of each school.



Emergency Care Plan

SUMMER ONLY

MCPS Form 345-14S
June 2020

Reference: MCPS Regulation EBJ-RA, *Emergency Care and First Aid in Schools*

Name of School

FOR SUMMER 2020 PROGRAMS ONLY

I. EMERGENCY PHONE NUMBERS:

- A. Rescue Squad.....911
- B. DHHS/Rodent Control240-777-3986
- C. Hospital Emergency Rooms:
 - Holy Cross Germantown 301-557-6500
 - Holy Cross Silver Spring 301-754-7500
 - MedStar Montgomery 301-774-8900
 - Suburban 301-896-3880
 - Adventist Health Care, Germantown 301-444-8000
 - Adventist Health Care, Shady Grove 240-826-6000
 - Adventist Health Care, Washington (Takoma Park) 301-891-7600
- D. Montgomery County Animal Services 240-773-5900
Call 9-1-1 immediately, if animal event in-progress
- E. Montgomery County Crisis Center..... 240-777-4000
- F. Maryland Poison Center..... 1-800-222-1222

II. Emergency Care Information About Students:

- A. The principal will be responsible for the collection and maintenance of current emergency care information for each student, including "Do Not Resuscitate Orders" as needed. One copy of this information is to be kept in the school office and one in the health room.
- B. The principal also will be responsible for the collection and maintenance of current emergency care information for each employee. One copy will be kept in the office available to health room staff.

III. Responsibility of School Personnel for First Aid:

- A. Each member of the school staff must assume responsibility for an injured student until the help of personnel trained in first aid is obtained.
- B. Contact nurse or school health room technician to administer emergency first aid.
- C. In the absence of the nurse or school health room technician, and/or if one of the persons listed below is more easily accessible, contact one or more of them to administer emergency first aid:
 1. _____
 2. _____
 3. _____
- D. Principals/designees are responsible for ensuring that at least two members of the school staff, other than the designated school community health nurse (SCHN) or school health room technician (SHRT), are certified in the First Aid Program of the American National Red Cross or its equivalent, and in adult or pediatric cardiopulmonary resuscitation (CPR), or both. CPR training includes the use of an Automated External Defibrillator (AED). 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.
- E. At least one person who is prepared to administer first aid should be available at all times during school hours.
- F. Follow first aid procedures as outlined in the *MSDE Guidelines for Emergency Care in Maryland Schools, 2015 Edition*. www.miemss.org/home/Portals/0/Docs/EMSC/EmergencyCareGuidelines2015_08262015.pdf?ver=2016-03-29-113022-267

IV. Immediate Care:

- A. DO NOT MOVE STUDENT in the event of serious injury, loss of consciousness, or an accident involving the head, neck, back, or leg.
- B. Send a messenger to notify first the nearest person trained in first aid (See III. B. or C.), and then the administrator in charge.
- C. If possible, determine the nature of the injury by questions and observations only, so that the school health room technician or other person who is being summoned to help will have some idea of what care and supplies will be needed.
- D. Until help arrives, make the student comfortable by loosening tight clothing and covering with a coat or blanket.

Certified in CPR:

Certified in AED:

V. Location of Emergency Equipment and Supplies:

Seriously injured should be moved by rescue personnel (911) only.

- A. Wheelchairs—number in the building _____
Location(s) _____
- B. Emergency first aid supplies are in the Health Room and _____
- C. *MSDE Guidelines for Emergency Care in Maryland Schools, 2015 Edition*

- D. Bloodborne Pathogens Cleanup Kits
Location(s) _____
- E. Stock EpiPen® (location) _____
- F. Stock Narcan™ (location) _____
- G. AEDs (Locations) _____

VI. Notification to Parents/Guardians:

- A. If the nurse or school health room technician is unavailable or is occupied administering first aid, the following persons:
 1. _____
 2. _____
 have been designated in this order by the principal to contact the student's parents/guardians.
- B. If the parent/guardian cannot be reached and time is of the utmost importance, call the Rescue Squad.
- C. In an extreme emergency, notify the Rescue Squad first and then immediately call the parents/guardians.

VII. Getting the Student Home or to the Place of Treatment:

- A. Transportation is the responsibility of the parents/guardians; however, the Rescue Squad may be called in an emergency situation.
- B. In the latter instance, the nurse or the school health room technician (or other person designated by the principal) will supply relevant information to the Rescue Squad.
- C. If the student is taken to a hospital and the parents/guardians are not available, the principal will designate an MCPS staff member to accompany the student. The person designated should take along a copy of the student emergency information, MCPS Form 565-1 from the Student Information System.
- D. No seriously ill or injured student shall be allowed to go home without being accompanied by a responsible adult. A student should not be left at home unless there is some responsible person to take care of the student.

VIII. Reportable Accidents:

If a student sustains any of the following injuries, the staff member who is present at the scene must initiate an accident report.

- A. Bone or joint injury resulting in swelling, discoloration, pain, or deformity
- B. Puncture wound, deep abrasion, or burn which might require tetanus injection or any other treatment by a physician
- C. Any injury to head, neck, spine, eyes, or teeth
- D. Laceration requiring suturing
- E. Animal bites (*Note:* All animal bites and scratches must be reported to the Montgomery County Department of Police, Animal Services Division) www.montgomerycountymd.gov/animalservices/asd/bites.html
- F. Ingestion of any drug, chemical, or foreign material
- G. Any other injury that might require medical treatment and/or absence from school

Trained to administer stock EpiPen® according to standing order:

1. _____
2. _____
3. _____

Trained to administer stock Narcan™ in an emergency situation. (may be the same staff members trained to administer EpiPen)

1. _____
2. _____
3. _____