

## FIRST AID - AR

### I. Emergency Cards

- A. It is imperative that the information on each pupil's emergency contact card be current. New cards will be filled out each September (or as a child registers/enters) and kept on file in the appropriate school building office. Updating the emergency information is the parent's responsibility.

The emergency data card (sample attached) will include the following information:

1. Name, address, and home phone number of the pupil.
  2. Names, addresses, and home phone numbers of parents or guardians.
  3. Parents'/guardians' emergency contact phone numbers.
  4. Family physician's or pediatrician's name and phone number.
  5. Special health problems if any. (This information to be confidential.)
  6. Names, addresses, and phone numbers of other persons with transportation who may be contacted when parents/guardians can't be reached.
  7. Parent authorization for handling emergencies.
  8. Request that the student or the parent or guardian of the student indicate if the student's name, address, and telephone number is not to be given to military recruiters by checking the box "Do not release contact information".
- B. If the injury or illness is minor, it may be appropriate to retain the child in school for the remainder of the day, but in the interest of school-parent relations, the principal[/**designee**] will contact the parents/guardians to inform them of the situation. If the parent cannot be reached, the principal will need to use the alternate contacts provided on the emergency card.
- C. If a child requires medical attention, the parent/guardian will be notified immediately by the designee or nurse. The parent will be asked to call a physician. In the event that a delay is judged to be potentially detrimental to the child's welfare and if a parent/ guardian cannot be reached, the student will be transported to the hospital, at the designee's discretion.

The victim of a serious accident should always have medical care even if he or she seems to feel fine. When in doubt the first responder should seek the opinion of another adult.

### D. Medical Identification

Students who have conditions such as diabetes, severe allergic reaction, epilepsy, and heart disease should have medical identification. A responder should give urgent care, then look for a card, bracelet, or neck chain that tells what might be wrong and what to do.

School personnel will encourage parents to secure medic alert bracelets or similar identification for their children and to notify school authorities if a child has a special medical problem that could result in a need for future urgent care or first aid.

E. First Aid Equipment, Supplies, and Materials

Each Principal will budget, on an annual basis, funds to provide and maintain the following in each school:

1. First Aid Books and Pamphlets
2. CPR Literature
3. Portable Trauma First Aid Box/Boxes
4. First Aid Kits in High Risk Areas (kitchens, shops, gyms, office, health office, child care programs, etc.)
5. First Aid Supplies (keep out of sunlight, excesses of heat and cold and high humidity)
  - a. Current Red Cross (or equivalent) First Aid Manual
  - b. Non-allergic adhesive tape (1/2", 1, 2")
  - c. Soap
  - d. Containers of small bandages
  - e. Cold packs
  - f. Sterilized gauze pads (1", 2", 3") & trauma dressing
  - g. Scissors
  - h. Suitable sling(s)
  - i. Elastic bandage (2" & 3")
  - j. Applicators
  - k. Sterile absorbent cotton
  - l. Disposable gloves
  - m. Syrup of Ipecac (to induce vomiting only at the direction of Poison Control Center).
  - n. CPR Shield

F. Each principal will identify staff members who are trained at various levels of first aid and emergency response. Principals will encourage all staff members to become at least minimally aware of first aid and emergency response procedures. It is recommended that every building have two (2) or more staff members trained in First Aid, CPR and AED.

G. The County Athletic Director, with the assistance and leadership of the local health department, will periodically make available sports medicine training in the care and prevention of athletic injuries to athletic trainers, athletic coordinators, physical education teachers, coaches, and other interested personnel.

H. Each principal will post the following emergency information near every telephone and develop an expectation among the school staff that there should be no hesitation about calling "911" if there is the slightest belief that an injury or illness may warrant medical attention.

Fire Department 911  
Ambulance 911

Staff Member (s) "Name(s)"  
First Aid Trained Staff

Police 911 (or a local number)  
Poison Center 1-800-492-2414  
Memorial Hospital 822-1000  
Superintendent 822-0330  
CPR Trained

Member(s) "Names(s)"

I. Blood and Body Fluid Precautions

1. Handwashing is the most effective means of preventing the spread of all communicable diseases. All soap dispensers should contain soap solutions at all times and students should be taught proper use of dispensers in kindergarten.
2. No staff should touch any body fluids (e.g. blood, urine, vomitus) of any individuals unless wearing disposable latex gloves.
3. A solution of nine (9) parts water and one (1) part Clorox should be used any time body fluids must be removed from environmental surfaces. Gloves should be worn when cleaning up body fluids. Fresh solutions of Clorox/water should be prepared every 24 hours.
4. All janitorial staff should wear disposable gloves when emptying trash from staff and student bathrooms.
5. All emergency/first aid trays should contain respiratory assist micro-shield for use in administering CPR.
6. All trash contaminated with body fluids should be placed in a plastic bag that can be closed.

- J. Maryland Law states that, "A person who without compensation renders emergency assistance at the scene of any emergency, is not liable for acts committed or omitted, provided the person rendering the aid acts in a reasonably prudent manner and relinquishes direction of care of the injured person when a person licensed or certified by the State of Maryland to provide medical care or services is in a position to assume responsibility for care of the injured person.