

Downey Unified School District

STUDENTS

EMERGENCY CARE

AR 2550

1. No treatment except first aid or medically required and/or as prescribed by a physician shall be administered in the schools.
2. The school is responsible for emergency handling of accidents and sudden illness, but not for subsequent treatment.
3. When the nurse is at school he/she may assume the first aid responsibilities. Minor injuries may be taken care of by designated personnel while the nurse is participating in some special program such as immunization, vision tests, audiometer tests, and parent conferences.
4. In the absence of the nurse, the principal or a qualified employee appointed by the principal shall be responsible for rendering first aid in cases of injury. When a child is injured or becomes ill, it is the administrator's responsibility to see that the child is taken home or that the parent comes to school to get him/her.
5. When the principal assigns first aid responsibility to a teacher or office staff he/she shall arrange for the nurse to discuss procedures to be followed in caring for injuries occurring at school. There is no direct legal prohibition against school office personnel, in an emergency, administering first aid to children, such as applying antiseptic to skinned knees. (The County Counsel has stated in JB#121 that office staff, teachers, or others responsible for children may render such aid.) The District would not be liable provided that the person so doing possesses reasonable skill and exercises reasonable care in using such skill. The school nurse should be consulted if there are any questions about appropriate care for injured or ill students. Each campus should have at least two people who have current CPR and First Aid certificates.
6. Fundamental in any emergency care program for the sick or injured student is the acceptance by the school personnel of the responsibility for:
 - a. Giving immediate care.
 - b. Notifying the student's parents or the person who has been delegated by the parent to act in place of the parent.

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- c. Seeing that the student is safely home and in the care of a responsible adult.
 - d. Guiding parents, when necessary, to sources of treatment.
7. The principal and office staff shall have the nurse's beeper number so that the nurse is notified of all student emergencies or serious illnesses.
8. In the event of a serious injury or illness the school cannot accept the responsibility for the student if the parent or guardian can be reached. However, if the parent cannot be reached and no one can be located to take responsibility for the student, the school is "in loco parentis" and acts accordingly by notifying the local police department to make necessary arrangements for the welfare of the student. The school will call 911 and the school nurse. On such occasions it may be necessary to transport the student by car or in an ambulance to the hospital.
9. When a parent cannot be contacted an ill child **MUST NOT BE LEFT AT HOME ALONE**. Someone designated by the family shall assume responsibility for his/her care.
10. Treatment of injuries occurring outside the school jurisdiction (school jurisdiction is defined as during attendance on regular school days and hours and authorized activities under school supervision) is the responsibility of the parents or legal guardians.
11. Dressings put on at home or by the family health advisor shall not be disturbed without parental permission.
12. School staff under the indirect supervision of the school nurse may administer medications to students with parent and physician written permission. (Ed. Code, Section 49423). All office staff will be trained by the school nurse in the correct administration of all medications and will be observed by the school nurse several times a year. Only the school nurse will administer injections or supervise students who must inject medication. There must be a written doctor's order and written parental permission for the injections.

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In the event of extreme allergic reactions (anaphylaxis) or severe uncontrollable asthma attacks, trained school personnel may administer an EpiPen (Epinephrine Auto-Injector) as a life saving measure. An EpiPen will be kept in the school office at all times. Parents will be notified of this policy and have the right to decline such care if they choose to do so.

13. To deal with the major problem of reaching parents when accidents or sudden illnesses occur, it is essential that each school have certain information available for quick reference:
 - a. Names, addresses, and home and work telephone numbers of parents.
 - b. Names, address, and home and work telephone numbers of persons whom the parents have designated to act in place of the parent.
 - c. Names and telephone numbers of the family health advisors.
 - d. Telephone number of the local police department.
14. Serious injuries shall be reported immediately to the principal and to the Assistant Superintendent, Administrative Services. The approved printed Accident Report form will be used for reporting injuries to the Assistant Superintendent's office within a period of 24 hours following an injury.
15. All minor injuries for which first aid is given at school shall be recorded on the school site log. All serious injuries should be reported to the school nurse for evaluation. The parent will also be notified and advised concerning needed medical care. Significant head injuries must be evaluated by the school nurse and the parent must be advised of signs indicating the need for medical attention.
16. First aid instructions shall be posted in a convenient place in each school. The first aid cabinet shall be in a place accessible to the school personnel.

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17. Students who have specialized health problems (diabetes, seizures, heart problems, acute asthma, allergies, etc.) shall have a written Emergency Health Care Plan completed by the parent and physician at the beginning of each school year or upon enrollment. In addition, students requiring specialized health care treatments during the school day, i.e., breathing treatments, suctioning, glucometer testing, will have an Individualized Health Services Plan (IHSP) signed by the parent and a physician before such care can be given at school. School staff may help the student with health treatments once they have been trained by the school nurse. The school nurse will observe school staff performing such treatments several times a year. The IHSP must be renewed annually, at the beginning of the school year or when the student enrolls in school.
18. Students who are known to be physically unable to attend school or whose health record shows that emergencies are expected to occur shall be excused from school upon a statement from the family health advisor, and a home teacher shall then be provided.
19. Exemption cards or a list of the names of all pupils who have exemption cards filed shall be posted inside or near the first aid cabinet. The exemption cards of these students shall be flagged or otherwise designated for existence of an exemption card. Nurses shall respect the parent's wishes in regard to these children. The school nurse shall discuss with the principal the procedures for contacting the parents of pupils who have exemption cards on file to obtain definite instructions as to the parent's wishes in the event of an illness or injury.

Approved: 4/1/63, 9/12/95, 4/4/00