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# ADMINISTRATIVE REGULATION

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## ADMINISTRATIVE REGULATION 5531 EMERGENCY CARE

Many medical emergency situations in a building may require 911 intervention, but still require a plan for handling the situation. The medic first responder in each building is responsible for drafting an emergency plan for the building. The following is a list of guidelines for drafting such a plan. It includes points to include and things to remember in developing the plan.

Remember, if the emergency requires activation of the city EMS System (911), the District 911 Emergency Plan must be followed.

3. There should be a definite plan for who will take classes, respond to an emergency.
4. The principal or other administrator should always be notified. Plan this notification.
5. Parents must always  
  
\_\_\_\_\_ be notified. Plan should state who is responsible for parent notification.
6. In some cases, the custodian may need to be notified. These would include situations where:
  1. A large area needs to be roped off or secured to prevent injury to others (broken glass, etc.).
  2. An area is contaminated with blood or other bodily fluids. The custodian is responsible for decontamination of such areas and proper disposal of medical waste.
7. The child's emergency card (or a copy of it) should be brought to the scene. Plan should state whose responsibility it is to make sure that this happens.
8. All medical situations must be documented on the Health Log and more serious occurrences require an accident report to be filled out. Plans should state who is responsible for this.
9. Never send a seriously ill or injured student to the office. Have the medic first responder or nurse report to where the student is located.
10. Children with asthma, diabetes, or seizure disorders who are ill should be accompanied to the office.
11. Plan should state that all persons who give first aid MUST use universal precautions and wear gloves.
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16. Medic first responders shall be responsible for getting the Red Emergency Bag to the scene of the problem. They are also responsible for making a list of supplies, equipment used so that the Public Health Nurse can reorder these. Medic first responders must restock the bag as soon as possible after the incident (contact the Public Health Nurse for assistance in getting supplies).
17. It is recommended that playground staff have gloves, band aids, paper and pen, and a form of communication with them at all times. Form of communication could be a flame orange or red 3 x 5 laminated card that states "SEND MEDICS" or "CALL 911."
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