Medical Emergency
Serious Injury, Illness, or Death on Campus

Code: “Teachers please turn in your YELLOW folders at this time.”

Teachers directly involved
- Keep calm.
- Contact the school nurse and give the following instructions:
  - Individual’s name
  - Location of individual
  - Nature of problem
- Do not move the injured person except for protection from further injury.
- Stay with the victim until assistance arrives.
- Assign someone to meet emergency responders and direct them to the scene.
- Avoid all contact with blood and/or body fluids. If you are involved in an emergency situation
  where you cannot avoid these, then use gloves. If no gloves are available, use alternative
  protection barriers (trash can lid, paper, etc.)
- Assign someone to protect others from any remaining or existing danger.
- Remove student witnesses to a single supervised location and record their names.
- As soon as possible, compile written documentation of the incident.

Teachers not directly involved
- Inform students that there is a medical emergency on campus and assure them that there is no
  need to be alarmed.
- Keep students in the classroom until otherwise instructed. Do NOT allow students to leave the
  room.

Teachers on duty/campus patrol
- Check hallways and nearest restrooms. Move students to nearest supervised area. Do NOT allow
  them to return to class or go to the office.

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