



## MEDICAL EMERGENCIES PROCEDURE (INS-P006)

Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the process for effectively dealing with medical emergencies that may occur during the school day.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Principals

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

### 4.0 DEFINITIONS:

- 4.1 None

### 5.0 PROCEDURE:

- 5.1 Student injury/illness is reported.
- 5.2 School staff will determine the severity of the injury or illness and begin any appropriate first aid measures.
- 5.3 If determined necessary, 911 is called to transport the student for further medical care.
  - 5.3.1 School administration is informed of the situation.
- 5.4 Parents or legal guardians or designees as listed on the Emergency Information Card (ref. INS-P004) are notified.
  - 5.4.1 A school representative will remain with the student until a parent or guardian, or emergency personnel arrive.
- 5.5 School staff (i.e. teacher, office staff, or nurse) completes a Student Accident Report Form (SARF) ([SAF-F001](#)).
  - 5.5.1 If the accident is considered a “major accident” the Safety and Health Department is immediately contacted by telephone and a copy of the SARF is faxed to the Safety and Health Department. Refer to Student Accident Reporting Procedure ([SAF-P001](#)).

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Emergency Information Card Procedure ([INS-P005](#))
- 6.2 Emergency Information Card (INS-F004)
- 6.3 Student Injury Report ([SAF-F001](#))
- 6.4 Student Accident Report Procedure ([SAF-P001](#))

### 7.0 RECORD RETENTION TABLE:



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<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Student Injury Report	Safety and Health Department	Minimum of 16 years	Shredded Secured Building	Safety and Health Department
Emergency Information Card	School Office	Permanent	N/A	Secured Office

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
1/10/05		Initial Release
11/8/17	A	5.5: Replaced "a report is completed by the supervising teacher...", with "School staff completes...". Added 5.5.1. 7.0: Updated department name. Updated flowchart.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\* \* \* E n d o f P r o c e d u r e \* \* \***

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