

NBSIA Member Services Safety Bulletin

March 2021

DEVELOPING AN EMERGENCY PLAN

Develop a school-wide emergency plan with school health staff, school administrators, local EMS, local hospital, local health department and parent organizations.

Train all employees on the emergency plan and have a written copy readily available.



Review and update the plan annually - consider the following:

- Clearly define staff roles in writing. Example: Designate staff responsibility for rendering care, accessing EMS, notifying school administrator and parents, and supervising uninjured children.
 - Designate the responsible administrator for emergency situations at each site. Provide and document training to maintain knowledge and skills for these designated employees
 - Ensure at least one individual, other than the nurse, is trained in CPR and first aid at each school site - such as teachers and employees working in high-risk areas or activities (e.g., labs, gyms, shops, P.E., etc.).
 - Current, written procedures are shared and maintained for common emergency problems.
 - Maintain files in a central location – file should contain current emergency contacts, authorization information, immunization and medical records, phone number of physician, medication administration forms and emergency care plans for persons with special needs.
- First aid kits are stocked with up-to-date supplies and are available in central locations, high-risk areas, and for extracurricular activities.
 - Emergency numbers are available and posted by all phones. Ensure all employees are familiar with emergency numbers.
 - School personnel have communicated with local EMS regarding the emergency plan, services available, persons with special needs and other important information about the school.
 - A written policy exists which describes procedures for always accessing EMS without delay and from all locations (e.g., playgrounds, athletic fields, fieldtrips, extracurricular activities, etc.).
 - Instructions for transportation of an injured or ill person are clearly stated in written policy.
 - Instructions for addressing persons with special needs are included.
 - A doctor or school nurse, and a dentist are designated to act as consultants to the school for health & safety related questions. (Education Code 44871-44878)

Sources:

https://emsa.ca.gov/wp-content/uploads/sites/71/2017/07/EMSC_Interactive_Final.pdf



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