

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-3418

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### EMERGENCY TREATMENT

Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties.

#### Emergency Care Certification and Training

At each building there must be a full time staff member who has a valid first aid card.

Administrators, Bus Drivers, Career and Technical Education Teachers, Elementary School Head Secretaries, Plant Facilities Personnel, and Custodians: All individuals employed in these classifications must have a valid first aid card as prerequisite to continued employment.

Secondary Coaches: All individuals employed as secondary coaches must have a valid first aid card or have completed an approved sports medicine course as prerequisite to employment in this classification. Approval for an appropriate sports medicine course shall be provided by the district Director of Athletics.

Industrial Arts Teachers, Physical Education Teachers, and Health Clinicians: All individuals employed in these classifications shall be encouraged to hold a valid first aid card. All new employees hired in these classifications shall be required to have a valid first aid card as prerequisite to employment.

Elementary Coaches and Building Level Secretaries: All individuals employed in these classifications are encouraged to hold a valid first aid card. Those who do not hold such a card shall have participated in a basic emergency care training program provided by the Walla Walla Public Schools.

Other Certificated and Classified Personnel: All other employees not specifically covered in this policy are encouraged to hold a valid first aid card or to participate when appropriate in district sponsored emergency care training activities.

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### Transporting Seriously Ill or Injured Students

Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The principal shall be responsible for making the appropriate decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life-threatening emergency (severe bleeding, shock, breathing difficulty, heart attack, head or neck injuries), call 911. The principal, nurse, responsible designated person, or involved staff member should contact the parent/guardian as quickly as possible to determine whether the child should:

- A. Be sent to a hospital, or
- B. Be sent to a doctor, or
- C. Be sent home, or
- D. Remain at school.

If the parent/guardian cannot be contacted, call the emergency number listed on the child's enrollment card to determine the next course of action.

If a seriously ill or injured child is sent home or to the hospital by private automobile, ensure that someone trained in first aid accompanies the child. This is in addition to the driver of the vehicle. Do not let a child walk home if he/she has a high fever (102+), has a head injury, or is likely to go into shock from injury. Even if the parent/guardian says to send the child, do not send the child home unaccompanied.

If illness or injury is not life-threatening, the parent/guardian should arrange transportation. If ambulance service is required, ask the parent/guardian to call the ambulance or secure permission from the parent/guardian to call one. The child should be sent to the hospital of the parent(s)/guardian(s) choice. Be sure to notify the hospital that the child is on the way.

### Minor Injury

If the injury is deemed to be minor, the trained staff member should refer to the SPI Medical/Injury Flipchart.

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### Serious Injury

If a serious injury occurs during a physical education class or during an athletic team practice or game, emergency procedures shall be conducted in the following manner:

- A. Stop play immediately at first indication of possible injury or illness.
- B. Look for obvious deformity or other deviation from the athlete's normal structure or motion.
- C. Listen to the athlete's description of his/her complaint and how the injury occurred.
- D. Act, but move the athlete only after serious injury is ruled out.

The teacher or coach should avoid being hurried into moving an athlete who has been hurt. He/she should attempt to restore life-sustaining functions, (e.g., stop/repair uncontrolled bleeding, suffocation, cardiac arrest) before moving the athlete to an emergency facility. An athlete with a suspected head, neck or spinal injury should not be moved. Call 911 and proceed with caution according to first aid procedures. A staff member must accompany a student if no parent/guardian is available or if the parent/guardian meets the ambulance at the hospital. If the teacher/coach must accompany the student to a doctor, the activity or event should cease.

### Accident Report

An accident report must be completed by the activity director/administrator, as soon as possible, from information provided by the person at the scene of the accident. The written report should include a description of the circumstances of the illness or injury and procedures followed in handling it. A copy should be included in the student's health folder and a copy should be sent to the superintendent/designee.

### Directives to Physicians

School staff may not accept and may not agree to comply with directives to physicians that would withhold or withdraw life-sustaining treatment from students.

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