

Medical Emergencies – Planning Considerations

1. Emergency Action Plan for Injuries

Supervisors in charge of an overnight or out of country excursion must have an Emergency Action Plan for Injuries (EAP) in place. A copy of the EAP and complete itinerary must be left at the school.

2. Neck Injury

IF YOU SUSPECT BACK AND/OR NECK INJURIES, AVOID MOVING THE PATIENT UNLESS YOU ARE TRAINED TO HANDLE SUCH A CASE. CALL IN TRAINED PERSONNEL. CALL FOR AN AMBULANCE.

3. Contacting a Doctor

The principal or supervisor-in-charge of the excursion must contact a medical doctor and/or arrange to have the patient moved to the emergency department at the nearest hospital. It is best to use an ambulance. The attendants are the best trained to handle emergencies.

When parents/guardians are unavailable, the principal or supervisor-in-charge must designate another supervisor (e.g. teacher or parent) to accompany the student to the hospital. If at all possible, this supervisor must not be the supervisor-in-charge of the trip. The supervisor must stay with the student until relieved by another supervisor or parent/guardian.

4. No Ambulance Available

If an ambulance cannot reach the student, then:

(a) Subject to the approval of the owner, a private vehicle may be used
and

(b) The student is to be accompanied by a responsible person approved by the principal or supervisor-in-charge. If at all possible this person must not be the supervisor-in-charge of the trip.

5. Students Not To Be Sent Home Alone

If a student is ill and/or injured, he or she must **NOT** be sent home unaccompanied. If the student's parents/guardians are unavailable to accompany the ill/injured student, the principal or supervisor-in-charge will designate a supervisor (teacher or parent/guardian) to accompany the student home. However no ill/injured student should be left unattended.

6. Contact Principal

At the first opportunity, the supervisor-in-charge of the excursion must contact the principal and inform him/her of the accident.

7. Advise Parents/Guardians

The principal must advise the parents/guardians as soon as possible.

8. Parent/Guardian Responsibility

If the parents/guardians can get to the location of the accident or a hospital, the person supervising the student should surrender responsibility to them.

9. St. Clair Catholic District School Board Staff or Volunteer Injuries

A teacher or volunteer, who is injured, is required to report any injury, no matter how insignificant, to his/her principal. At that point the principal must complete the **Employee Accident/Incident Form** (found on board website).

10. Reporting Accidents and/or Serious Injuries

School principals and/or site supervisors must complete an OSBIE electronic “**Incident Report Form**” on any matter which gives rise to an injury requiring medical attention to St. Clair Catholic District School Board students or visitors to the school site or during an off-site school activity. Accurate and timely reporting is essential.

In the event that a serious injury (i.e. where the injured party requires hospital admission – excluding minor out-patient treatment) or fatality occurs on the school property or during an off-site school activity, the principal or designated supervisor must immediately contact the appropriate Supervisory Officer.

Each supervisor on the excursion should know the following information:

1. Location and access to the first-aid kit.
2. Location and access to a telephone.
3. Telephone number of ambulance (if area does not have 911 service).
4. Telephone number of hospital.
5. Know directions and best access routes to hospital.
6. Each supervisor should be made aware of the students who are carrying medication, such as inhalers or Epipens.

Additional Information for Overnight and Out of Country Excursions

When on an overnight excursion the following information should be included as part of the EAP:

1. The supervisor-in-charge of the excursion should have a copy of each student’s “**Health and Accident Form**”.