



# Emergency Care Plan

MCPS Form 345-14  
July 2019

Reference: MCPS Regulation EBJ-RA

**Name of School** \_\_\_\_\_

**School Year** \_\_\_\_\_

**I. EMERGENCY PHONE NUMBERS:**

- A. Rescue Squad ..... 911
- B. DHHS/Rodent Control ..... 240-777-3986
- C. **Hospital Emergency Rooms:**
  - Holy Cross Germantown ..... 301-557-6500
  - Holy Cross Silver Spring ..... 301-754-7500
  - MedStar Montgomery ..... 301-774-8900
  - Suburban ..... 301-896-3880
  - Adventist Health Care, Germantown ..... 301-444-8000
  - Adventist Health Care, Shady Grove ..... 240-826-6000
  - Adventist Health Care, Washington (Takoma Park) ..... 301-891-7600
- D. Montgomery County Animal Services ..... 301-279-8000  
Call 9-1-1 immediately, if animal event in-progress
- E. Montgomery County Crisis Center ..... 240-777-4000
- F. Maryland Poison Center ..... 1-800-222-1222

**II. Emergency Care Information About Students:**

- A. The principal will be responsible for the collection and maintenance of current emergency care information for each student, including "Do Not Resuscitate Orders" as needed. One copy of this information is to be kept in the school office and one in the health room.
- B. The principal also will be responsible for the collection and maintenance of current emergency care information for each employee. One copy will be kept in the office available to health room staff.

**III. Responsibility of School Personnel for First Aid:**

- A. Each member of the school staff must assume responsibility for an injured student until the help of personnel trained in first aid is obtained.
- B. Contact nurse or school health room technician to administer emergency first aid.
- C. In the absence of the nurse or school health room technician, and/or if one of the persons listed below is more easily accessible, contact one or more of them to administer emergency first aid:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- D. It is advisable that in each school at least two persons (in addition to the nurse) have current certification to administer first aid. (In a large school—i.e., with enrollment over 500—it is strongly advised that at least three persons be so certified. The school health room technician can be included as one of the three trained persons.)
- E. At least one person who is prepared to administer first aid should be available at all times during school hours.
- F. Follow first aid procedures as outlined in the *MSDE Guidelines for Emergency Care in Maryland Schools, 2015 Edition*. [www.miemss.org/home/Portals/0/Docs/EMSC/EmergencyCareGuidelines2015\\_08262015.pdf?ver=2016-03-29-113022-267](http://www.miemss.org/home/Portals/0/Docs/EMSC/EmergencyCareGuidelines2015_08262015.pdf?ver=2016-03-29-113022-267)

**IV. Immediate Care:**

- A. DO NOT MOVE STUDENT in the event of serious injury, loss of consciousness, or an accident involving the head, neck, back, or leg.
- B. Send a messenger to notify first the nearest person trained in first aid (See III. B. or C.), and then the administrator in charge.
- C. If possible, determine the nature of the injury by questions and observations only, so that the school health room technician or other person who is being summoned to help will have some idea of what care and supplies will be needed.
- D. Until help arrives, make the student comfortable by loosening tight clothing and covering with a coat or blanket.

**Certified in CPR:**

\_\_\_\_\_

**Certified in AED:**

\_\_\_\_\_

**V. Location of Emergency Equipment and Supplies:**

Seriously injured should be moved by rescue personnel (911) only.

- A. Wheelchairs—number in the building \_\_\_\_\_  
Location(s) \_\_\_\_\_
- B. Emergency first aid supplies are in the Health Room and \_\_\_\_\_
- C. *MSDE Guidelines for Emergency Care in Maryland Schools, 2015 Edition*  
\_\_\_\_\_
- D. Bloodborne Pathogens Cleanup Kits  
Location(s) \_\_\_\_\_
- E. Stock EpiPen® (location) \_\_\_\_\_
- F. Stock Narcan™ (location) \_\_\_\_\_
- G. AEDs (Locations) \_\_\_\_\_

**VI. Notification to Parents/Guardians:**

- A. If the nurse or school health room technician is unavailable or is occupied administering first aid, the following persons:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
 have been designated in this order by the principal to contact the student's parents/guardians.
- B. If the parent/guardian cannot be reached and time is of the utmost importance, call the Rescue Squad.
- C. In an extreme emergency, notify the Rescue Squad first and then immediately call the parents/guardians.

**VII. Getting the Student Home or to the Place of Treatment:**

- A. Transportation is the responsibility of the parents/guardians; however, the Rescue Squad may be called in an emergency situation.
- B. In the latter instance, the nurse or the school health room technician (or other person designated by the principal) will supply relevant information to the Rescue Squad.
- C. If the student is taken to a hospital and the parents/guardians are not available, the principal will designate an MCPS staff member to accompany the student. The person designated should take along a copy of the student emergency information, MCPS Form 565-1 from the myMCPS Administrative Portal.
- D. No seriously ill or injured student shall be allowed to go home without being accompanied by a responsible adult. A student should not be left at home unless there is some responsible person to take care of the student.

**VIII. Reportable Accidents:**

If a student sustains any of the following injuries, the staff member who is present at the scene must initiate an accident report.

- A. Bone or joint injury resulting in swelling, discoloration, pain, or deformity
- B. Puncture wound, deep abrasion, or burn which might require tetanus injection or any other treatment by a physician
- C. Any injury to head, neck, spine, eyes, or teeth
- D. Laceration requiring suturing
- E. Animal bites (*Note:* All animal bites and scratches must be reported to the Montgomery County Department of Police, Animal Services Division) [www.montgomerycountymd.gov/animalservices/asd/bites.html](http://www.montgomerycountymd.gov/animalservices/asd/bites.html)
- F. Ingestion of any drug, chemical, or foreign material
- G. Any other injury that might require medical treatment and/or absence from school

**Trained to administer stock EpiPen® according to standing order:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Trained to administer stock Narcan™ in an emergency situation. (may be the same staff members trained to administer EpiPen)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_