



ADMINISTRATION: Administrative Operations

Health and Safety

I. Definition

- A. Medical emergency is any health-related episode that involves students, school employees, student teachers, student interns, volunteers, and visitors that occurs during the school or workday where the individual is transported to a hospital or is referred for immediate medical care.

II. Responsibilities

- A. School nurses or their first aid backups are responsible for rendering emergency care to all students, school employees, and visitors who need first aid and/or emergency care for health problems that occur on a school-site during the school day.
- B. There will be two personnel in each school during school hours who are trained and certified in cardiopulmonary resuscitation (CPR), first aid, and the automatic external defibrillator.
- C. There will be at least one person at all athletic events who is trained and certified in CPR, first aid, and the automatic external defibrillator.
- D. There will be two qualified personnel in each office building who are certified in CPR and the automatic external defibrillator.
- E. All students will be provided with immediate first aid and 911 emergency rescue services if needed when a medical emergency exists.
- F. If the attending physician of a terminally ill child has entered a “do not resuscitate order” on the authorization of the child’s parents/guardians, all school system personnel must comply with the order and refrain from medical interventions that are not consistent with it.
- G. The Offices of Student Support Services and Risk Management will be responsible for participating in the Interagency Safety Steering Committee and reviewing and updating the *Critical Response and School Emergency Safety Management Guide*.

- H. All employees shall follow the procedures set forth in the *Critical Response and School Emergency Safety Management Guide*.

III. Student Accidents/Medical Emergencies

- A. Baltimore County Public Schools Standard Accident Report Form, BEBCO 49-5369-98, is to be completed after any accident if the student is sent home from school following emergency care or seeks medical evaluation or treatment as a result of the accident, or misses more than a half-day of school as a result of the accident. If a student experiences a medical emergency requiring transportation to the hospital by emergency medical services/911, a Student Accident Report Form, BEBCO 49-5369-98, is to be completed. The accident or medical emergency may occur in the school, on school property or school buses, during a field trip, or other school-sponsored activities.
- B. Completion of the Student Accident Form is the responsibility of the principal or his/her designee. The report shall be completed in accordance with procedures outlined in the *Critical Response and School Emergency Safety Management Guide* and the *Manual of School Health Nursing Practice*.
 - 1. A copy of the student's accident report shall be filed in the student's health record and maintained according to student records maintenance procedures.
 - 2. The white copy of the form is to be used for the initial handwritten report. The canary copy is to be typed, signed, and retained in the student's health record. The pink copy is to be forwarded to the Office of Risk Management within 72 hours of the accident or medical emergency.
 - 3. The appropriate area assistant superintendent, the Office of Risk Management, and the Office of Health Services shall be notified immediately or within 24 hours if the student or school employee is sent directly to the hospital by ambulance from school.
 - 4. All students who are involved in an accident in a Baltimore County Public Schools' (BCPS) owned or leased vehicle and do not meet the criteria for immediate medical attention should be referred to the school nurse by the principal or his/her designee to be assessed

immediately or on the day the accident occurred or the next school day. The school shall complete the reporting form for vehicle accidents involving students and send it to the Office of Risk Management within 72 hours.

IV. Employees, Volunteers, Student Teachers, and Student Interns

A. Workers' Compensation procedures outlined in the *Critical Response and School Emergency Safety Management Guide* shall be followed for all employees, volunteers, student teachers, and student interns who have received first aid and/or medical intervention for a work-related accident or medical emergency.

B. During school/work hours

1. All accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the principal or his/her designee or appropriate office/supervisory personnel by the school nurse. A First Report Form for Workers' Compensation shall be completed by the designated site-based liaison and faxed to the Workers' Compensation Claims Unit within 24 hours.

2. All accidents/medical emergencies, which do not involve the school nurse, shall be reported to the principal or his/her designee or appropriate office/supervisory personnel by the employee, volunteer, or student teachers/intern. A First Report Form for Workers' Compensation shall be completed by the designated site-based liaison and faxed to the Workers' Compensation Claims unit within 24 hours.

C. After-school/work hours

1. Accidents/medical emergencies shall be reported by the employee, volunteer, or student teacher/intern to the principal or his/her designee or appropriate office/supervisory personnel within 24 hours. A First Report Form for Workers' Compensation shall be completed by the designated site-based liaison and faxed to the Workers' Compensation Claims Unit within 24 hours.

2. The appropriate area assistant superintendent, the Office of Health Services, and the Office of Risk Management shall be notified immediately or within 24 hours by the school nurse if the employee,

volunteer, or student teacher/intern is sent directly to the hospital from school by ambulance.

V. Visitors

A. During school/work hours

1. All accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the principal or his/her designee or appropriate office/supervisory personnel by the school nurse. All information shall be recorded on the Bodily Injury Report Form for Visitors/General Public. The completed form shall be mailed or faxed as soon as possible or no later than 24 hours to the Office of Risk Management. Visitors shall be given the telephone number of the Office of Risk Management by the principal or his/her designee or appropriate office/supervisory personnel for any follow-up concerns.
2. All accidents/medical emergencies, which do not involve the school nurse, shall be reported to the principal or his/her designee or appropriate office/supervisory personnel by the visitor or board of education employee present at the emergency. Information shall be recorded on the bodily injury report form for visitors/general public. The completed form shall be mailed or faxed as soon as possible but no later than 24 hours to the Office of Risk Management.
3. The appropriate area assistant superintendent, the Office of Health Services, and the Office of Risk Management shall be notified immediately or within 24 hours by the school nurse if the visitor is sent directly to the hospital from school by ambulance and by the principal or his/her designee or appropriate office/supervisory personnel if the visitor is sent directly to the hospital from an office site by ambulance.

B. After-school/work hours

1. Accidents/medical emergencies shall be reported by the visitor or Board of Education of Baltimore County (Board) employee who is present to the Office of Security. The Office of Security will then report all accidents to the building principal or his/her designee or appropriate office/supervisory personnel within 24 hours of the accident. The Office of Security shall record all information on the Bodily Injury Report Form for Visitors/General Public and mail or fax within 24 hours to the Office of Risk Management. Visitors shall be given the telephone number of the Office of Risk Management by the Office of Security for any follow-up concerns.
2. The appropriate area assistant superintendent, the Office of Health Services, and the Office of Risk Management shall be notified by the building principal or his/her designee within 24 hours if the visitor is sent directly to the hospital from school or an office site by ambulance.

VI. Vehicular Accidents

- A. All vehicular accidents, which occur with Board, owned or leased vehicles shall be reported immediately to the Office of Transportation.
- B. The Office of Transportation will be responsible for updating and reviewing a *Guide for School Bus Drivers and Attendants*, which provides further direction in the event of a school-bus related emergency.

Rule Superintendent of Schools

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