

FILE:EBB

**NON-CRISIS RESPONSE – EMERGENCY MEDICAL PROCEDURES
MEDICAL 911 AND AMBULANCE PROTOCOL**

1. In the case of a medical situation and the nurse's decision is to call 911, then the school administration is instructed to assist in the nurse's decision without delay.
2. The nurse should notify the principal or designee once 911 is called to inform him/her of the incident and reason for 911 transport via ambulance.
3. The administrator must notify the Quadrant Office via phone and then complete and submit the *Emergency Report* form to the Quadrant Office.
4. If a medical emergency occurs outside of the nursing office, whoever witnesses the event should call the school nurse if present, if the nurse is not in the building notify the principal or designee who will instruct a member of the Crisis Response Team to the location. The witness should provide the student's name, age, the nature of the emergency, and exact location. This is imperative so that appropriate supplies and necessary medications can be brought to the site.
5. If in the case, that a parent is present and does not want 911 to be called, the principal and the nurse should talk with the parent to explain that calling 911 is the WPS protocol and strongly encourage compliance.
6. If the parent indicates that he/she will take responsibility for obtaining medical help for the child, then the protocol is to ask the parent to sign the *Worcester Public Schools Emergency Service Waiver* form. When the ambulance arrives, the parent may exercise parental authority by signing the patient refusal form supplied by the ambulance company personnel as well.
7. The school nurse should provide the ambulance personnel with a copy of the nursing assessment (electronic document) and the school office staff should inform parents/guardians of the situation.
8. As the school nurse is the only authorized healthcare provider in the building, she/he should remain in the school while another responsible staff member accompanies and remains with the student until the parent/guardian arrive at the Hospital Emergency Room.
9. The nurse, or whoever witnessed the emergency (no nurse present), should complete the *911 Report/Emergency Medical Health Service Calls* form, including final disposition, and submit to Nursing Administration.
10. A debriefing should occur after the emergency is over.