

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: COB-RA, EBH-RA, EBK-RA, EKA-RA, JHC-RA, JPD-RB, JPF-RA
Responsible Office: Student Services
Related Sources: *Annotated Code of Maryland*, Education Article, §7-426(b)(2); *Code of Maryland Regulations*, §13A.05.05.08-.09 and §13A.05.05.11-.12; *Guidelines for Emergency Care in Maryland Schools, 2nd Maryland Edition* (Maryland State Department of Education, 2015)

Emergency Care and First Aid in Schools

I. PURPOSE

To define the responsibilities for preparing for and providing emergency care and first aid to Montgomery County Public Schools (MCPS) students

II. BACKGROUND

MCPS and the Montgomery County Department of Health and Human Services, School Health Services (SHS) jointly plan for and implement Maryland requirements for medical care in schools, including first aid.

III. DEFINITIONS

- A. *Athletic trainers* (ATCs) are certified health care professionals in the field of sports medicine. They are employed by MCPS-approved vendors to provide contracted services to MCPS.
- B. *First aid* is defined as the immediate care given to a person who has been injured or who has suddenly taken ill.
- C. *School community health nurses* (SCHNs) are registered nurses employed by SHS.
- D. *School health room technicians* are certified nursing assistants employed by SHS.

IV. PROCEDURES

A. Preparing for Emergency Care and First Aid

1. Safety Awareness

The first aid needs of any school are minimized when appropriate supervision of students is provided. School staff members regularly review, and communicate to students, guidelines for the safe usage of school equipment and facilities, and safe movement of students within the school building and on school grounds.

- a. Curricular teams develop and communicate to students protocols for safe usage of technical equipment and supplies.
- b. MCPS Systemwide Safety Programs develops guidelines for safe use and maintenance of playgrounds and playground equipment and communicates guidelines to playground monitors.
- c. Other departments may provide safety guidelines, as appropriate.

2. The MCPS Department of School Safety and Security maintains and distributes the *Emergency Response and Management Manual for Schools*.

3. Development of MCPS Form 345-14, *Emergency Care Plan*

Principals/designees, in conjunction with SCHNs, annually complete MCPS Form 345-14, *Emergency Care Plan*, which outlines specific procedures for emergency treatment of the ill and/or injured.

- a. The template for Form 345-14, *Emergency Care Plan*, is distributed to all schools prior to the beginning of each school year. Staff members may obtain additional copies from the Department of Materials Management and on-line on the MCPS web.
- b. The completed *Emergency Care Plan* is posted in every health room and main office, and in other locations identified by the principal/designee and the SCHN, including but not limited to gymnasiums, cafeterias, locker rooms, and science and other rooms where technical equipment and supplies are used.

- c. Principals/designees should annually review the *Emergency Care Plan* with school-based staff, and staff should be aware of the school's plan.
- d. In addition to planning for first aid and emergency medical care in the *Emergency Care Plan*, schools are also required to designate and identify the functions of on-site emergency teams to respond to emergencies such as bomb threats, criminal activities and weather-related events. MCPS Regulation EKA-RA, *Emergency and Disaster Preparedness*, sets forth procedures specific to the development of the School Emergency Plan.

4. Professional Development

- a. Principals/designees are responsible for ensuring that at least two members of the school staff, other than the designated SCHN or school health room technician, are certified in the First Aid Program of the American National Red Cross or its equivalent, and in adult or pediatric cardiopulmonary resuscitation (CPR), or both. CPR training includes the use of an Automated External Defibrillator (AED). Such persons may be identified and selected from the several categories of professional and supporting services personnel who serve the school on a full-time basis.
- b. The names of the certified persons should be made known to all other staff members and listed on the *Emergency Care Plan*.
- c. Professional development requirements specific to providing care to students who may experience anaphylaxis are set forth in MCPS Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*.
- d. The MCPS Athletics office produces and distributes guidelines and procedures setting forth health and safety-related responsibilities for athletic directors (ADs), coaches, and ATCs. The Athletics office coordinates training for coaches and ADs.
 - (1) Athletic coaches must attain Level 1 Certification from the National Federation of High Schools, which includes a first aid component, and complete a course which satisfies the Maryland requirements for the care and prevention of athletic injuries.

- (2) Every two years, coaches must be recertified in CPR, use of AEDs, concussion awareness, and heat acclimatization/hydration.
- (3) A coach or athletic trainer is available on site during school-sponsored athletic events at MCPS middle and high schools.

5. Emergency Information

- a. Parents/guardians are to complete MCPS Form 565-1, *Student Emergency Information*, for each student upon enrollment. Form 565-1 informs parents/guardians that school officials will administer first aid and/or take the student to a physician or hospital for emergency treatment in the event it appears necessary and neither parent/guardian can be contacted. Emergency Medical Services will be used as deemed necessary in emergency situations.
- b. The school must have a copy of Form 565-1 on file for each student. One copy of Form 565-1 is maintained in the school office, and one in the health room.
- c. Annually at the beginning of each school year, a preprinted MCPS Form 565-1, summarizing all emergency information on file, is provided to parents/guardians for review and revision, as needed. Parents/guardians should update the school when contact information or other vital information changes. When the form is updated, the school should make sure the form is appropriately signed.
- d. The parent/guardian of a student with special health needs is responsible under Maryland law for notifying the school of the student's special health care needs or diagnosis.
 - (i) The SCHN and, as needed, the principal or designee, works with the student's parent/guardians on an annual basis to prepare for medical emergencies that a student with special health needs (e.g., diabetes, asthma) may encounter during the school day by establishing an Individual Health Care Plan.

- (ii) Procedures specific to planning for students who may experience anaphylaxis are set forth in MCPS Regulation JPD-RB.
 - (iii) Procedures specific to planning for students with Do Not Resuscitate orders are set forth in MCPS Regulation JPF-RA, *Do Not Resuscitate Orders*.
- e. The principal/designee is responsible for obtaining emergency contact information from each school-based staff member. Form 565-10, *Employee Emergency Contact/Information*, should be completed by each school-based staff member and kept updated and accessible to the office staff and the SCHN.

B. Providing Emergency Care or First Aid

1. When a student is injured or becomes ill, a school staff member must assume responsibility for the student until the help of personnel trained in first aid is obtained. As conditions warrant, the staff member arranges for the student to go to the health room or sends a messenger to notify the SCHN, school health room technician, or nearest person trained in first aide, and then the administrator in charge, and follows procedures set forth in the *Emergency Care Plan*, as appropriate.
2. In cases when hospital treatment appears to be warranted, the SCHN, health room technician, or principal/designee should immediately call 911 and notify the student's parent/guardian.
3. The principal/designee reports the incident as appropriate, as described in MCPS Regulation EBH-RA, *Reporting Student Accidents*, or MCPS Regulation COB-RA, *Reporting a Serious Incident*.
4. Procedures specific to the care and reporting requirements specific to an animal bite on MCPS property are set forth in MCPS Regulation EBK-RA, *Reporting and Caring for an Animal Bite*.

Administrative History: Formerly Regulation No. 525-11, February 23, 1976; directory information updated January, 1983; reviewed April, 1988; revised December 18, 1992; revised June 15, 2016 .