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**CARE OF  
SICK  
OR  
INJURED  
STUDENTS**

**Authorization for Emergency Care**

Each school should maintain for emergency reference, an updated Emergency Contact Information and Authorization for Release Form **for each student**. This form should be filled out at the beginning of the school year and kept up-



**Reporting of Accidents**

**Every accident must be reported.**

For Student or Visitor accident or injury, please follow the DCPS Risk Management policies and complete the Student/Visitor accident report form. The form is available on the DCPS Risk Management webpage.

**CPR and First Aid Training**

In accordance with Rules of the Florida Department of Health (DOH), 64F-6.004, Florida Administrative Code:

Each school shall ensure that at least two (2) staff members, in addition to health room staff, are currently certified (by nationally recognized certifying agencies) to provide first aid and cardiopulmonary resuscitation (CPR). A copy of this certification shall be kept on file in the health room or school office. A list of those persons currently certified in first aid and CPR shall be displayed in the health room, school office, cafeteria, gymnasium, and other areas that pose an increased potential for injuries.

It is required that the staff designated to provide care to the sick and injured students and administer medications have CPR and first aid certification.

CPR and first aid courses are coordinated through the district wellness office. Principals may call

## Duval County School Health Services Manual

- x Take some time to familiarize yourself with the **Emergency Procedures for Injury or Illness**. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be

other school personnel, with the classroom teacher having the primary responsibility for early detection of illness and referral.

- x Inventory of first aid equipment and supplies should be maintained by a designated person in each school.

### **Standards**

- x First aid should be administered as promptly as possible by the closest person knowledgeable in first aid.
- x All school personnel should know basic first aid procedures.
- x All health room staff and at least two additional people certified in the administration of advanced first aid and cardiopulmonary resuscitation should be available in all schools during all student activities.
- x First aid supplies should be kept in an easily accessible location that is known to all. In large schools, multiple locations should be designated.
- x Appropriate, current emergency data for all students, provided by the parents, should be kept in an easily accessible location at each school.
- x Parents should be notified of injury or sudden illness and action taken. In severe injuries or illness, Emergency Medical Services should be called immediately.
- x Emergency Medical Services telephone number should be prominently posted on all phones.
- x When students come to the health room seeking relief for minor discomforts:
  1. The student is tactfully questioned regarding the nature of the complaint.
  2. Observe for visible signs of illness.
  3. Check the body temperature. If elevated, the parent or guardian should be notified to take the student home. If the temperature is not elevated, the student should be allowed to rest for 15 to 20 minutes. If the student still does not feel well, the parent should be notified.
  4. The student with a minor complaint should be encouraged to remain in school unless that will endanger the student's health or the health of his/her classmates.
  5. No student is permitted to leave the school before the parent or an adult delegated by the parent is consulted except when a major emergency necessitates immediate transfer to the hospital by EMS.

**Always Notify Parents for the Following:**

- x Bleeding that is heavy or cannot be stopped
- x Severe cut or abrasion and puncture wounds
- x Suspicion of broken bones
- x Dog or other bites
- x Bee or other insect sting
- x Head injury
- x Severe burn
- x Severe pain

**Symptoms of Anaphylaxis**

Initial symptoms may represent a potentially fatal outcome and should be treated as a medical emergency, whether the symptoms appear gradually or suddenly. Even mild symptoms may intensify rapidly, triggering severe and possible fatal shock. Symptoms usually occur immediately following contact and death may occur within minutes. Symptoms, which often vary according to individual response, could include the following:

- x itching around the eyes, red watery eyes, runny nose
- x dry, hacking cough, itchy scratchy lips, tongue, mouth and/or throat
- x hives, itching of any body part
- x feeling of constriction in the throat and/or chest, shortness of breath
- x wheezing, coughing, difficulty breathing
- x nausea
- x dizziness, fainting or loss of consciousness
- x abdominal pain
- x vomiting
- x flushed, pale skin
- x hoarseness and/or thickened speech
- x difficulty swallowing
- x confusion
- x feeling of impending disaster

Symptoms may escalate swiftly to anaphylactic shock characterized by cyanosis, reduced blood pressure, collapse, incontinence and unconsciousness.

**Immediate Emergency Measures for Anaphylaxis Reactions**

1. Injection of a pre-measured dose of epinephrine just under the skin of the outer mid-thigh region. The injection can be given through clothing. Epinephrine is the only drug which will stave off potentially fatal and rapidly intensifying symptoms. The sooner it is administered to the student, the more likely the student will recover from the allergic reaction. Epinephrine is effective for approximately 20 minutes.



may not be immediately available.

### **Epinephrine Auto-Injector**

Pre-measured epinephrine is available in auto-injectors (e.g. Epi-Pen) primarily designed for self-injection. These auto-injectors are easy to use for non-medical personnel who may have to take emergency measures to treat anaphylaxis. The student's family is responsible for providing the school with the epinephrine auto-injectors.

### **Side Effects of Epinephrine**

Possible side effects of epinephrine administration include the following:

- x nervousness
- x tremor of hands
- x temporary increase of heart rate
- x temporary increase of blood pressure

If there is any contraindication for administering this drug to a student, it should be reflected in the physician's medical orders.

### **Policies and Consent**

The Kelsey Ryan Act s1002.20 Florida Statute gives public school students with life threatening allergens the right to carry an epinephrine auto-injector (e.g. Epi-Pen) and self-administrator epinephrine on school grounds. This includes school sponsored activities and in transit to or from school.

The parent and physician must complete the Medication Administration Authorization form and have it on file with the school **prior** to the student self-carrying medication. **This must be updated and received each school year.** The physician's written order must acknowledge the students' knowledge, development level and ability to be allowed to carry epinephrine on their person and self-administer while at school. The order(s) should be kept on file in the medication administration notebook in the school health room until the end of the school year. The medication authorization form and medication administration record are batched and retained at the school for seven (7) years. The medical order(s) should include pertinent information concerning the administration of treatment for life threatening allergens.

### **Training of Non-Health Personnel**

The program for anaphylactic reaction is taught by either a physician, or a licensed registered nurse. The training should include, but not be limited to, the following:

- x Definition of anaphylaxis
- x Agents (e.g. insects, food, plants, etc.) that may cause reaction

- x Recognition of symptoms of anaphylaxis
- x Appropriate emergency treatment of anaphylaxis
  1. Injection procedure, site of injection and frequency of administration for repeat doses
  2. Availability and description of packages containing equipment for administering epinephrine
  3. Procedure for monitoring the student
  4. Transportation of student to nearest designated emergency care facility
- x Discussion of legal implications
- x Timing and administration of treatment (when/by whom)
- x Potential for desensitization

To ensure assistance is available, training should be given to at least three (3) people at any school site having one or more students with a known hypersensitivity. It is required that delegated staff be certified in cardiopulmonary resuscitation (CPR) and first aid. Again, if the affected student can administer his/her own dose of epinephrine, this is preferable, as there is always the possibility that the trained designee may not be immediately available.

More detailed information may be obtained from the following resources:

American Academy of Allergy, Asthma, and Immunology, 611 East Wells Street, Milwaukee, WI 53202. <http://www.aaaai.org>

Asthma and Allergy Foundation of America (AAFA), 1233 20<sup>th</sup> Street, NW, Suite 402, Washington, DC 20036. <http://www.aafa.org>