

# Standard Operating Procedure (SOP): Handling Student Emergencies and Medical Situations

This SOP details **handling student emergencies and medical situations**, including immediate response protocols, assessment of student condition, communication with emergency services and parents, administration of first aid, documentation of incidents, and follow-up care coordination. The aim is to ensure prompt, efficient, and compassionate management of medical emergencies to safeguard student health and well-being within educational settings.

## 1. Scope

This SOP applies to all staff members, teachers, school nurses, and administrators involved in responding to student medical emergencies on school premises or during school-sponsored activities.

## 2. Immediate Response

- Ensure Safety:** Assess the environment for potential danger. Remove the student from harm if necessary, without putting yourself or others at risk.
- Alert Nearby Staff:** Call for assistance from nearby staff members, including the school nurse if available.
- Do Not Leave Student Unattended:** Stay with the student until help arrives.

## 3. Assessment of Student Condition

- Evaluate the student's level of consciousness, breathing, and overall appearance.
- Check for signs of life-threatening conditions (e.g., severe bleeding, difficulty breathing, seizure, unconsciousness).
- If unsure, err on the side of caution and treat as a medical emergency.

## 4. Communication Protocol

- Contact Emergency Services:** If the situation is life-threatening, call emergency services (911 or local equivalent) immediately.
- Inform Key Personnel:** Notify the school's administration and designated health personnel.
- Contact Parent/Guardian:** Communicate promptly with the student's primary contacts, providing clear and factual information.

## 5. Administration of First Aid

- Trained Personnel:** Only trained individuals should provide first aid within their competency.
- Use available first aid kits and check expiration dates of supplies.
- Follow basic first aid steps (e.g., airway, breathing, circulation, control bleeding, immobilize injuries).
- Do not administer medication unless specifically prescribed and authorized.

## 6. Documentation of Incident

- Complete an incident report as soon as possible after the emergency.
- Include date, time, location, description of the incident, actions taken, and individuals involved.
- Submit documentation to the school administration and nursing office.

Date/Time	Student Name	Description of Incident	Actions Taken	Staff Involved	Parent/Guardian Notified

## 7. Follow-Up and Care Coordination

- Facilitate follow-up care as recommended by medical professionals.
- Coordinate with parents, guardians, and teachers regarding any required accommodations.
- Monitor the student for ongoing symptoms upon return to school.
- Debrief involved staff and provide support if necessary.

## 8. Review and Training

- All relevant staff must receive annual training on emergency procedures and first aid.
- Periodic drills to practice emergency response protocols.
- Review and update SOP annually or as needed based on incident review or regulatory changes.

## 9. References

- Local and national school health and safety regulations
- American Red Cross First Aid Guidelines (or local equivalent)
- School policy handbook