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MEDICAL EMERGENCIES PROCEDURE (INS-P006)  
Clarksville-Montgomery County School System

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process for effectively dealing with medical emergencies that may occur during the school day.

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Principals

**3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Academic Officer

**4.0 DEFINITIONS:**

- 4.1 None.

**5.0 PROCEDURE:**

- 5.1 Student injury/illness is reported.
- 5.2 School staff will determine the severity of the injury or illness and begin any appropriate first aid measures.
- 5.3 If determined necessary, 911 is called to transport the student for further medical care.
  - 5.3.1 School administration is informed of the situation.
- 5.4 Parents or legal guardians or designees as listed on the Emergency Information Card (ref. INS-P004) are notified.
  - 5.4.1 A school representative will remain with the student until a parent or guardian, or emergency personnel arrive.
- 5.5 A report is completed by the supervising teacher, forwarded to the safety officer and a copy is filed in the school office.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Emergency Information Card Procedure ([INS-P005](#))
- 6.2 Emergency Information Card ([INS-F004](#))
- 6.3 Student Injury Report ([SAF-F001](#))
- 6.4 Student Accident Report Procedure ([SAF-P001](#))

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Injury Report	Safety Office	Minimum of 16 years	Shredded Secured Building	Safety Office



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Emergency School Office Permanent N/A Secured Office  
Information Card

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/10/05		Initial Release

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\* \* \* E n d o f P r o c e d u r e \* \* \***

