

**SUBJECT:**                    **EMERGENCY PROCEDURES**

**Supersedes:**                EBB: date of manual adoption

**Effective:**                    January 8, 2009

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**Approved by:**                Detroit Board of Education

## **1.0    Policy**

In the event that a student, staff member or other individual becomes suddenly ill or suffers another such emergency while on Detroit Public Schools' property, it shall be the policy of the District to provide emergency care where applicable, notify a parent or guardian, and arrange for transport to a local hospital or other medical care facility.

In order to avoid confusion, uniform procedures have been established and are in place in each school. These procedures shall be posted in each school

### **1.1    INJURIES/ILLNESS REQUIRING MEDICAL ATTENTION**

Any injury or illness suffered by or otherwise identified by Detroit Public Schools student, employee, parent, guardian or visitor on DPS premises should be reported immediately to the building administrator or public safety. Delays in reporting or the failure to report an injury or illness may obviously result in the subsequent delay treatment and possible exacerbation of the problem.

#### **1.1    Rendering On-Site First Aid or C.P.R.**

Each facility within the District must have within the building during school hours an employee who is certified to render first aid and cardiopulmonary respiration ("CPR").

The District and its employees and agents do not have a duty to render first aid or C.P.R., however District staff wishing to provide such emergency assistance and who are certified to do so will be supported by state laws regarding Good Samaritans in such situations.

#### **1.2    Transportation for Medical Care**

Immediately after being notified of an on-site injury or illness, the building administrator or his or her designee shall determine whether or not the injured student, employee or visitor requires the attention of a physician and shall notify the student's parent or

guardian if medical care is necessary. The building administrator will arrange for transportation of the injured/ill person to the nearest medical facility for treatment. Area hospitals cannot refuse medical treatment to any injured child by State law. The responsibility for medical payments will be applied through their private insurance, Medicaid or First Child programs. The district is not to be held responsible for the payment of service fees.

For liability reasons, only the building administrator or designated supervisor is permitted to provide transportation for an injured/ill student, employee, or visitor.

Employees injured while in the performance of their duties and responsibilities should be sent or taken to the occupation health clinics as designated by the Detroit Public Schools. (See attached listings)

**If it is determined that emergency medical attention is necessary, all such injured parties should be transported by ambulance service to the nearest adequate health care provider.**

**Note: Currently DPS does not have designated facilities, other than for occupational injuries, for treatment of injuries to student and or visitors. We will begin to explore establishing facility relationships for future inclusion in this policy. Recommended sites should include:**

**Henry Ford Hospital  
Detroit Medical Center  
Children's Hospital  
Sinai – Grace Hospitals**

## **1.2 PROVISION OF OUTSIDE MEDICAL TREATMENT**

Any medical care facility rendering treatment to a Detroit Public Schools student or visitor injured or becoming ill on DPS premises should be informed that the person sustained an accident or illness on DPS property. The injured person, or guardian of a minor student, should give the treating facility the District's name, address and phone number and building administrator's or other DPS contact's name.

### **1.2.1 On The Job Employee Injuries and Illnesses**

Any medical care facility rendering treatment to a Detroit Public Schools employee injured or becoming ill while on the job for the

district should be informed that the person sustained an accident or illness while on the job. The injured employee should give the treating facility the District's name, address and phone number and his or her supervisor's name.

All medical bills and records submitted to the Detroit Public Schools by an employee which are incurred as a result of any on-the-job accident must be forwarded to Risk Management who will forward same to the district's workers' compensation insurance carrier or third party administrator for claims management, processing and reimbursement.

**1.3 PAY FOR TIME SPENT IN OBTAINING MEDICAL ATTENTION**

Any District employee who is designated by the District or a building administrator to transport or escort an injured/ill student, employee or visitor will also receive his or her regular rate of pay for time away from the work site spent in obtaining medical attention for the injured/ill person. *See also appropriate collective bargaining agreement.*

**1.4 INVESTIGATION OF THE CAUSE OF AN INJURY OR ILLNESS**

The building administrator shall be responsible for correcting any conditions and/or eliminating any hazards that may have contributed to the accident, or contacting appropriate personnel to discuss the need to address the cause of the injury. The administrator shall also conduct an investigation of the incident, which should involve interviewing the injured/ill student, employee or visitor and any other persons who may have witnessed the incident.

**1.5 POST-TREATMENT REPORTING OF INJURIES OR ILLNESSES**

After proper medical attention has been obtained, the building administrator or his or her designee should complete an Undesirable Incident Report (Form 63) and forward the completed form to the Department of Public Safety within twenty-four (24) hours of the incident.

The building administrator, together with the Risk Management Department is responsible for the administration and completion of all appropriate forms as required by the District's workers' compensation or other insurance carrier or third party administrator.

Risk Management shall record the injury/illness information on applicable MIOSHA logs and on any other forms that may be required by any other state safety and/or health departments or agencies.

Knowledgeable failure to report any injury or illness or efforts to cover up information relating to an incident may be grounds for disciplinary action, up to and including expulsion or termination.

**1.6 RECORD KEEPING**

The incident report and any other documentation generated as the result of an injury/illness and any resulting investigation should be filed with Risk Management, along with any other documentation relating to any applicable workers' compensation incident. Under no circumstances should any documentation relating to medical information or workers' compensation claims be filed in an employee's personnel file.

**1.7 CONFIDENTIALITY**

Any information obtained regarding an employee's medical condition will be kept confidential and limited to administrators with a legitimate need to know. Disclosure may be made only with the express written authorization of the employee, or as otherwise required by law or a valid court order.

**Attachments to Policy 7.57:**           None

**Legal References:**   None

**Labor Contract References:**       None