

# Emergency Action Plan — Quick Reference Sheet

## ■ Preparation Checklist

- Know location of first aid kit and phone
- Know directions to hospital
- Identify students with medical conditions
- Know location of medication (EpiPen, inhaler)

## ■ Responding to Injury/Medical Condition

- Stay calm and assess situation
- Do NOT move injured student
- Clear bystanders and evaluate injury
- Administer approved medication if required

## ♥ ■ Sudden Cardiac Distress

- Warning signs: fainting, seizure during activity
- Immediately call 911
- Student requires medical clearance before return

## ■ When to Call 911

- Loss of consciousness
- Uncontrolled bleeding
- Breathing compromise or anaphylaxis
- Any life-threatening injury

## ■ If an Ambulance is Required

- Have assistant call 911 and provide details
- Meet ambulance at access point
- Monitor student and do not move unnecessarily

## ■ Additional Guidelines

- For dehydration: small sips of water unless contraindicated
- Responsible adult must accompany student
- Contact parents and complete accident report