



# 911 Emergency Medical Notification Checklist

**Reminder: In a medical emergency, do not move the person; keep him or her warm.**

Name of Patient \_\_\_\_\_ Date \_\_\_\_\_

Student    Staff Member    Substitute    Visitor/Volunteer    Other \_\_\_\_\_

Location (School or Bldg) \_\_\_\_\_ Time of incident \_\_\_\_\_

Initials	Time	
		1. <b>Called 911.</b> Designate a person to document the incident and make the Step 2 phone calls.
		2. Notify School Nurse, Building Administrator, and District Office.
		3. Send additional staff person to assist at the scene of injury (two staff members are to remain with the patient until the aid unit arrives).
		4. Send necessary first aid supplies (e.g. blanket, gloves, first aid kit).
		5. Send emergency information to scene of injury (e.g. student demographics, staff information sheet, Medical Alert update sheet).
		6. If necessary, obtain assistance from staff trained in CPR/emergency first aid. Arrange for class coverage as needed.
		7. Designate individual to meet aid unit and direct to scene of injury.
		8. Call District Nurse at 360-631-6834.
		9. Call parent(s)/guardian(s)/emergency contact person.
		10. In case of traumatic amputation or loss of teeth, locate and provide the affected part to the Emergency Medical Technician (EMT).
		11. Note time of EMT arrival.
		12. Note time of EMT departure.
		13. Notify classroom teacher, if applicable.
		14. If necessary, provide for sibling needs.
		15. Attach checklist to a completed Incident Report.
		16. Forward copy to WSRMP with Incident Report.

Why was 911 called?

What was done for the patient?

Name of people who gave care/assisted:

Describe how the incident took place:

Additional comments:

Name of contact person completing form (for follow-up)