

Detroit Community Schools

Standard Operating Procedures

SECTION 600: Safety & Security

~~Effective Date: 11.6.13~~

Effective Date: 5.2.14 (Revised)

S.O.P.#615: Medical Emergencies

Procedures:

A. Non-Life Threatening Injuries Occurring On-Site

1. Proceed to Main Office for Band-Aids, muscle wraps and ice packs.
2. Do not administer any medicines by mouth.
3. Any pre-existing medical conditions should be reported to the Office Manager, e.g., pink eye, flu, abrasions or any injury that occurred away from school site.

B. Unconscious Student or Staff Member

1. Place student or staff member on a flat surface face up.
2. Alert DCS Security Officer to clear the area immediately and call the Main Office.
3. Call 9-1-1 to report condition and request transport.
4. Alert Main Office to call parent/guardian of student or staff member's spouse/emergency contact.

C. Assault

1. Report incident immediately to nearest DCS Security Officer.
2. Prepare & complete DCS Incident Report
3. Follow procedures outlines in A. or B. above.

D. Non-Breathing Incident

1. Follow site protocol relative to the use of Automatic Emergency Defibrillator device (see S.O.P. #614) Defibrillators are located in HS building next to Gymnasium opposite Main Office and in the K-8 Administrative Modular building.
2. Contact DCS Security immediately.
3. Call 9-1-1 and report incident.
4. Follow DCS Security Officer's directions.

