

PROGRAM / SCHOOL MEDICAL EMERGENCY PLANS CHECKLIST FOR FAMILIES

This is a checklist of information your family will want to review and discuss with school personnel in order to make sure everyone is aware of what will happen if your child has a medical emergency.

1. Find out who keeps your child's Emergency Information Form for Children with Special Needs (see Emergency section of notebook) and place form on file:

Name	Position	Location / telephone number
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Find out who is the backup person to be contacted if the above-named person is not available at the time of an emergency:

Name	Position	Location / telephone number
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2. Share the Medical Emergency Information form found in the Emergency section of the notebook, and specify whether the school should call 911 or your chosen ambulance company.
3. Make sure your child's program / school posts directions for program / school personnel on what information should be reported at the time an emergency call is made:
- name and position of person calling
 - program / school name and address
 - name of child and description of problem
 - stay on the line with the emergency personnel

4. Identify the school's **FIRST RESPONDERS** (The program / school personnel who are to be notified in an emergency. They are trained in CPR and first aid.) It is the responsibility of the **First Responder Program** to have a school official meet the emergency medical team and direct them to the child.

First Responder	Position	How to reach
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CPR

FIRST AID

5. Refer the program / school to the Medical Emergency Information form (found in the Emergency section of the notebook) for the relationships and phone numbers of individuals to be notified in the event of an emergency.
6. Discuss with program / school personnel arrangements for transporting your child to a hospital by ambulance.

Who will accompany your child to the hospital? _____

What is the name and address of the hospital where your child will receive care?

Hospital name	Address
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