



Emergency Medical Services Plan for Miss Helen's Private School:

1. **Designated Medical Personnel:**
 - Train staff in basic first aid and CPR yearly during Staff In Service
2. **Emergency Contact Information:**
 - We maintain updated emergency contact information for all students and staff.
 - We have quick access to this information during emergencies.
3. **First Aid Kits:**
 - Place first aid kits in accessible locations throughout the school, including classrooms, and cafeterias.
 - Regularly inspect and replenish supplies.
4. **Emergency Procedures:**
 - We have developed procedures for handling medical emergencies, including:
 - Identifying the severity of the situation.
 - Contacting emergency services (911) when necessary and parents
 - Administering first aid until professional help arrives.
 - Include protocols for specific emergencies such as allergic reactions, asthma attacks, seizures, or injuries.
5. **Communication Plan:**
 - We have established a system for notifying parents/guardians in case of a medical emergency.
 - We use radios, intercoms, or mobile phones for internal communication during emergencies.
6. **Training and Drills:**
 - We conduct regular training sessions for staff on emergency medical procedures during yearly Staff In Service.
 - We organize drills to practice responding to medical emergencies.
7. **Documentation:**
 - We record all incidents and actions taken during medical emergencies.
 - We review and update the emergency medical plan annually.
8. **Accessibility:**
 - We ensure that emergency medical services are accessible to students and staff with disabilities or special health needs.
9. **Coordination with Local Emergency Services:**
 - We have a partnership with emergency responders.
 - We share the school's layout and emergency access points with them.