

When a Student Comes to the Infirmary

1. **Assess the student's condition** of seriousness of injury.

- a. If an injury, ask the student how the injury occurred and if anyone else saw the accident.
- b. Ask the student to describe how he or she is feeling and to rate the pain on a scale of one to ten-ten being the worse pain ever felt.
- c. If an illness, ask the student how long he or she has been feeling ill, when the symptoms started and if he or she has ever experienced this problem before.

d. Always contact parents as soon as possible for any unusual conditions.

Keep the student calm and act quickly if you suspect it is an emergency. You should place 911 call on the pay phone in the teacher's lodge. These calls can be made from any pay phone without charge.

The resident EMT should also be notified if on site, in the case of a medical emergency or serious injury. Contact the Manager on call.

2. **Decide on a treatment**

Before providing any care to a student, be sure to review the Student Health Form (and if applicable, the attached Student Health Update Form) paying particular attention to specific instructions from parents and doctors. If a parent has completed a Student Health Update Form and a student comes to the infirmary for an unscheduled visit, please contact the parent.

- a. Find out who his or her naturalist and classroom teacher are.
- b. Medical forms are arranged by naturalist group
- c. Look for any outstanding medical history, medical restrictions or parent recommendations.(i.e. did the parents give permission to administer aspirin-free pain reliever?)
- d. Find out if the student has already been into the infirmary for a related problem. Refer to the infirmary log book.
- e. Involve the student's classroom teacher as soon as possible and the outdoor school staff if needed.

3. **Call Home for the Following Situations:**

- a. Students' temperature reaches 100 degrees
- b. For sprains, strains, or breaks
- c. If student has an allergic reaction of any kind
- d. Student has poison oak

- e. Student receives a puncture wound
- f. Student is stung by a bee, or is bitten by an animal
- g. Student has a injury in a sensitive area (i.e. eyes, face, genitals)
- h. Any other questionable situation, including possible signs or symptoms of diabetic emergency or possible allergic reaction.**

Ask Permission to Treat their Child and Keep Parents Informed and Involved.

- 4. **Treat Accordingly** with the advice of the parent and classroom teacher.
 - a. Parents may wish to contact their child’s doctor for advice. In an emergency, the child’s doctor’s number should be on the student’s medical form.

24 Hour Emergency Rooms

Novato Community Hospital	Petaluma Valley Hospital	Kaiser Medical Center
180 Rowland Way Novato, CA 94945-500 (415) 209-1350	400 North McDowell Petaluma, CA 94952 (707) 778-2634	99 Monticello Rd. San Rafael, CA 94903 (415) 444-2400

911 should be activated from the pay phone in the teacher’s lodge.

Notify Outdoor School staff immediately if there is an emergency and 911 is activated. We will make preparations to meet the emergency vehicles.

It’s always a good idea to keep parents in the loop, when a student is feeling sick or injured. Thanks!