

SOP - MEDICAL EMERGENCY

It is foremost responsibility of all the staff members to safeguard the well-being of students, and when an injury or illness occurs, to take appropriate and immediate action. In determining the course of action in such situations, the rule of the thumb should always be to "**err on the side of caution**". Following guidelines to be followed:

- School Doctor/ Nurse should be immediately informed and if the child is able to, then he/she should be sent to the medical room with an escort immediately. Class teacher to be informed and if she is on leave, class coordinator to be informed.
- First aid to be provided to the child, medicine to be administered after due verification that the child does not suffer from any allergy.
- Keep a record of all actions taken and medication administered.
- After assessment of nature of ailment/ injury, information of the same to be provided to class teacher/VP/HM
- Parents to be informed by class teacher or by class coordinator (in case CT is on leave) after consent from VP/HM.
- In case the child needs further specialized aid, teacher escort to accompany child to the hospital. Parents to be informed and be made a part of decision making process.
- First aid to be provided to the child, medicine to be administered after due verification that the child does not suffer from any allergy.
- Keep a record of all actions taken and medication administered.
- After assessment of nature of ailment/ injury, information of the same to be provided to class teacher/VP/HM
- Parents to be informed by class teacher or by class coordinator (in case CT is on leave) after consent from VP/HM.
- In case the child needs further specialized aid, teacher escort to accompany child to the hospital. Parents to be informed and be made a part of decision making process.