**Procedures for Medical Emergencies at Hopkins School**

The following is a set of procedures in the case of medical emergency:

- All injuries should be reported to an athletic trainer; Emergency cell phone (203)640-8623. Life threatening emergencies, call 9-911(campus phone) should be initiated without delay.

- All first aid, emergency and follow-up care should be dispensed at the discretion of the athletic trainer; unless you have CPR/AED or first aid training. Provide primary care to best of ability and notify athletic trainer.
  
  NOTE: AED (Automated External Defibrillators are located in the W. C. Athletic Center, Athletic Training Room/Athletic Trainer’s cart, Baldwin Hall 1st floor at receptionist’s desk, Heath Commons, 2nd floor, near South stairwell, Kneisel Squash Courts, Thompson Hall and the Maintenance Office and Security Cart. If chest pain/difficulty breathing is noted, these (AED) must be requested.

- If no athletic trainer on campus, emergencies should be directed to Campus Security (Earl Geyer & David DuBois) by radio or cell phone (203)214-1931, or call 911 (from a school phone 9-911)

- Off-campus sports activities, the coach should:
  - Familiarize themselves with the locations of the phones, athletic training room, etc.
  - Program Emergency Numbers into your cell phone. School emergency phone numbers are located on the inside lid of medical kit.
  - Assign a responsible person to see that the team’s medical kit (with emergency phone numbers, and handbook) and an ice chest are brought to each game.
  - Know the emergency phone number is 911. Give location and nature of emergency. Hang up last.

- On-campus problems requiring medical attention should follow the procedures listed below:
  - Notify one of the athletic trainers by cell phone 640-8623 or call the main office “0”. Upon notification, the athletic trainer or designee will notify the student’s parents, Head Adviser, and the Head of School to be notified in case of hospitalizations of a student or faculty/staff member. As appropriate, the Business Office will be notified to facilitate student’s accident insurance, if applicable, or worker’s compensation coverage (faculty/staff).
  - Medication to be used in case of emergency (i.e. Benadryl, epi-pen, etc.) should be kept with the athletic trainers, designee or in the team medical kits and administered to the students in the required situations. Medications are provided by the student’s parent/guardian. The school does not provide medications for these situations.

- All information on medic-alerts should be directed to the Head Athletic Trainer who will notify the student’s Head Adviser and others on a need to know basis. Please respect the right of privacy on any student, faculty or staff by not discussing a medical issue unless there is a basis for a “need to know”.

  NOTE: For reasons of confidentiality, discussing students’ medical emergencies should not be done without first consulting the Head of School, school spokesperson, medical staff and parents.

- Medical & other Emergency Phone numbers:
  - Donald Bagnall, ATC (w) ext.514
  - Christina Balsamo, MS, ATC (w) ext. 513
  - Jillian Gleason, ATC (w) ext. 515
  - Orange Pediatrics, Drs. Zelson, Morgan & Carlson (203)795-6025

  **Campus Medical Emergency cell (203)640-8623**

  **Campus Security, Earl Geyer & David DuBois, cell (203)214-1931**

  Maintenance cell phone (203)804-4231 M-F after school hours.

  POISON CONTROL 1-800-222-1222 CHEMTREC 800-424-9300 (for chemical spills)

  **EMERGENCY/AMBULANCE – 911.** Using a Hopkins campus phone is 9-911

5/14