In the School Nurse’s absence, Staff will notify the Office who will assist in calling parents/emergency contacts and ambulance as needed.

**Medical Emergency Procedure**

**INJURED / ILL STUDENT**

**Minor Injury/Illness**
- able to walk

**Staff member:**
- has student escorted to Nurse’s Office

**School Nurse**:
- determines level of emergency
- initiates First Aid treatment
- notifies parents if needed
- fills out Accident/Illness Report Form
- notifies staff of outcome

**Student**:
- stays in Nurse’s Office for further observation
- returns back to class
- goes home with parents

**Major Injury/Illness**
- unconscious
- unable to walk

**Staff member**:
- do not move student unless in immediate danger
- send someone to get School Nurse
- assist School Nurse once on site

**School Nurse**:
- determines level of emergency
- initiates First Aid and/or CPR
- notifies parents or emergency contact person
- calls ambulance if needed. Accompanies student if necessary.
- fills out Accident/Illness Report Form
- notifies staff of outcome

**Student**:
- home with parents
- to hospital with parents
- to closest hospital (Jurmala slimnica) via ambulance

**EMERGENCY NUMBERS**

(from mobile phone)  112
(from land line)  01 – Fire Department
                  02 – Police Department
                  03 – Ambulance