

CHESTER CAREER COLLEGE

PLAN FOR HEALTH AND SAFETY OF STUDENTS IN CASES OF SICKNESS, ACCIDENTS, OR EMERGENCY HEALTH CARE NEEDS

Purpose: The purpose of this plan is to ensure that school personnel are aware of procedures to follow when assisting students in cases of sickness, accidents or emergency health care needs. This plan is available to employees in the employees' handbook on the school's website – www.chestercareercollege.edu.

Procedure: In the event of sickness or accident, or emergency, the following procedures should be followed:

- All students are required to complete an Authorization to Render Emergency Medical Care Form, the Buckley Amendment Form, and a confidential medical history form during student orientation.
- Data on the above referenced forms includes information regarding family members to contact in case of sickness or injury. These forms also provide school personnel information regarding the individual's medical history.
- If a sickness or accident occurs, the instructor, staff person, or student is instructed to contact the Program Director or School Director.
- If the illness or accident requires emergency care, the instructor or staff member is instructed also to summon an ambulance by dialing 911.
- Students or employees may be assisted by registered nurses who serve as instructors in the Practical Nursing Program.
- In non-threatening situations, a faculty or staff member may be asked to phone a family member whose phone number is listed in the student's academic file.
- First aid kits are maintained throughout the school for minor emergencies. First aid supplies are also available in the nursing and medical labs.
- The Program Director or School Director shall completely investigate the occurrence and complete the Accident/Incident Report. If neither of these individuals is available, the staff person on site shall complete this report and submit it to the School Director. The School Director will then conduct his/her independent investigation to confirm and verify accuracy of the report. The Accident/Incident Report must be completed in its entirety and signed by the person completing the report. A copy of the accident/incident report shall be placed in the student/employee file. A copy is also forwarded to the corporate office.

Evaluation: This plan is evaluated annually by the faculty and staff.

Feedback: The feedback is used to determine the effectiveness of this plan and to make revision as needed.