

## **Fire Drill or Emergency Evacuation Procedure**

It is reasonable to take responsible steps to protect the safety of the student population and prepare for individual or multiple casualty events or emergencies; such as fire or bad weather related events as tornado or earthquake that may require emergency evacuation.

Many different types of medication are taken in the school setting. Medication is important for many students in controlling symptoms of diseases or chronic conditions. Medications taken by students for asthma, seizure and diabetes are usually taken on a specific time schedule and are especially important. Other students have emergency medications available at school that need to be given if the student sustains an accident or trauma. It is also important to recognize the impact of stress related to these diseases and conditions.

Additionally, many diabetic students leave their blood glucose monitoring equipment with the school medication records clerk or some other location in the building. It is important for the student to monitor blood glucose levels on schedule and as needed. This is especially important in an emergency situation since stress has the potential to impact blood sugar levels, precipitate an asthma attack or seizure. It is important in an emergency situation to alert emergency personnel about students with special medication needs.

According to State Department of Health and Education guidelines, safety measures are required when assisting students to self administer medication in the school setting. The guidelines require the safe storage of medication, the ability to identify a student taking medication, the name of the medication, dose, the time medication is to be taken and all actions documented. The accepted documentation tool is the MAR sheet that is filed in the medication binder along with the parent authorization form that provides school personnel permission to assist the student to self administer the medication.

It is very important to safeguard the information in the medication binder to insure student safety. In an emergency situation the binder will provide an accurate record of students and the status of their medication.

All personnel either primary or back up involved in assisting students to self administer medication in the school setting need to be aware of and familiar with all students particular needs, medications and the emergency evacuation procedure.

In the event of an unpredictable event the following steps are recommended:

- If the medication area is unlocked - secure it
- In an emergency evacuation of the building take the binder out of the building
- Once in a safe area check the binder to identify students with special needs and those who need medication, especially if it is a time sensitive medication that if not administered may negatively impact the student
- Alert emergency response personnel to students with time sensitive medications or equipment needed for controlling the symptoms of diabetes, seizure and asthma or those with particular medications that need to be administered if the student sustains an injury or trauma.
- Once the emergency is over and it is safe to return to the building, return the binder and document any pertinent information