



HEALTH AND SAFETY PLAN

Overall health, safety, and cleanliness is an essential part of the institution's daily routines. By implementing universal precautions we strive to follow basic health and safety guidelines as the approach to infection control.

The purpose of this plan is to establish a procedure to assure that appropriate procedures are in place for routine safety and health of students, staff and guests of the campuses. It also covers the handling of emergency situations, general first aid, disruptions to campus activities from emergency or weather-related conditions and other important information. It assures that competent medical care is provided to students and staff in the event of a medical emergency. It is also a goal of the plan to minimize the likelihood of treatment action being taken which harms rather than helps the victim.

The following rules shall govern the response of staff members to a medical emergency arising on school grounds.

- When the nature of the emergency is such that professional care is indicated, obtaining treatment from qualified EMT or hospital personnel shall be the first priority. An ambulance shall be summoned unless there is no doubt that the person can be safely transported to an emergency treatment facility by automobile. In either case, the goal is to get the person to the emergency treatment facility as safely and as quickly as possible.
- First aid efforts administered by school personnel should encompass the least amount of treatment necessary in the circumstances. It is the school's policy that all medical treatment should be accomplished by trained medical personnel unless emergency situations arise which dictate otherwise.
- School personnel should never dispense any medications to any student at any time.
- CPR, Mouth to Mouth Resuscitation, etc., should only be attempted by those person who have had training in the techniques.
- The school shall attempt to notify the person designated by the student whenever an accident or emergency occurs and the student is unable to make the notification.
- Students shall be responsible for the costs of any medical care, ambulance, fees, or other charges arising as a result of a medical emergency involving the student.

Emergency Situations:

FIRE:

In case of fire, persons occupying the facilities will be instructed to proceed to the nearest exit in an orderly manner. A member of the staff or faculty will either call or instruct someone to call 911 emergency.

BOMB THREAT:

In the case of a bomb threat, all will be notified to proceed to exit the building in an orderly manner, getting to a safe distance away from the building. A member of the staff or faculty will proceed to notify the local authorities by dialing 911 emergency.

TORNADO EMERGENCY:

In the event of a tornado warning or sighting, all have been instructed and will be instructed to proceed to the nearest classroom or a room away from the front glass structure of the building. Everyone should stay there until the sign of safety has been given.

Accident Reporting:

All accidents which occur on school grounds and which involve either of the following shall be reported to the school director:

1. Personal injury to any person
2. Damage to property in an amount of more than \$25.00

An accident report shall be filled out and any employee witnessing a reportable accident shall complete the report and deliver it to the school director within 24 hours of the occurrence.

The school director will investigate each accident, and will be responsible for implementing procedures designed to avoid recurrence.

First Aid:

First Aid kits are kept in the faculty offices, clinic dispensaries, and in some classrooms. Each first aid kit has a list of the contents that should be maintained in the kit.

Blood spill kits are kept in each department and at the front desks of each campus. Their contents are assembled according to local State Board requirements of the campus in question.

Appropriate elements from this plan are to be posted in obvious areas on campus. This plan is to be reviewed by the campus director who will take into consideration input from staff and students for any updates to it.