



*Plan for the Health and Safety of Students in Cases of Sickness, Accidents
and Emergency Health Care*

COE 10-2

POLICIES AND PROCEDURES
Standard 10: Student Services and Activities
Person Responsible for Plan: Campus Director
Revised: 5/1/18

This Plan was formerly named:

Plan To Assist in Cases of Sickness, Accidents and Emergencies

Purpose

Florida Education Institute will adhere to the following written plan to assure the health and safety of students in cases of sickness, accidents, or emergency health care needs on campus.

Authority

Campus Director/Director of Physical Facilities

Special Note

The following policies, procedures, and publications can be found in our website (www.fei.edu/consumer-information/) and are an integral part of this plan:

- Campus Security Policy
- Emergency Response and Evacuation Procedures
- Emergency Policies and Preparedness for Students and Employees
- Safety procedures in FEI's Catalog

(Please note that Plan COE 6-3 is an integral part of this plan.)

Procedures

In cases of sickness, accidents, or emergency care while on school premises, the staff and faculty at FEI will assess each particular situation and use common sense in order to determine its nature and/or seriousness.

Non-emergency Cases

If the case is minor in nature where the first aid kit could be of assistance, the individual must be directed to where the first aid kit and supplies are kept.

An Emergency – What to do

Think safety first! In case of an emergency, call 9-1-1 and request emergency medical personnel to be sent to the school.

In the event an emergency occurs, you should become familiar with the following safety procedures:

- Who to contact in the event of an emergency
- The proper emergency exit routes in case of evacuation
- Use common sense

Any security issues that come up must be notified the Director of Physical Facilities and/or send it to services@fei.edu.

In an emergency situation, call 911.

When in Doubt of the Emergency

If it is difficult to determine whether or not to call 9-1-1, you must call 9-1-1. When in doubt, call.

In Case of Fire Use Evacuation Routes

In the event of a fire instructors and staff shall assist students and others in the proper use of the emergency exit evacuation routes.

If a Student/Employee is Involved

Due to confidentiality rights, NO information may be given to anyone relative to a student's health history unless there is written consent provided by the student to provide said information. If so, this information can ONLY be provided to emergency medical personnel.

Keep Individual Comfortable

Keep the sick or injured individual comfortable until emergency medical personnel arrive. If possible, have a medical staff member monitor the area where individual is located.

Employees NOT to Provide Treatment

At no time is an individual to be moved or treated by an employee, irrespective of the employee's experience and training.

Contact Family of Sick or Injured

Pull student file and contact person(s) designated by the sick or injured individual if student requested this to be done. Only the emergency family contact person(s) on file can be called.

Dealing with Chemicals

All hazardous chemicals must be stored safely and away from potential misuse or mishandling. Chemicals are to be handled with care by authorized personnel only. If chemicals are to be used in the administering of our education, it must be part of the curriculum and carefully supervised by instructor.

Complete Incident Report

All events will be documented on FEI's Incident Report form. Incident Report must be submitted or communicated to the Campus Director immediately after the occurrence. All incident reports are to be investigated and documented.

First Aid Kit

A well-stocked first aid kit must be available for use by anyone at the main campus or any of the separate additional classroom buildings. The first aid kit should be in one of

the main offices of the building in a conspicuous place. All employees should know where the first aid kit is kept in each building.

Student Accident Insurance Policy

FEI purchases a student insurance policy in the event a student has an accident at the campus.

Evaluation:

An annual evaluation of this plan shall be conducted in our:

- Annual Faculty and Staff Meeting
- Occupational Advisory Committee
- Annual Administrative Meeting

Feedback:

Feedback from evaluations will be used to maintain and improve this plan. All Feedback from evaluations (including from other sources) will be taken into consideration.

Cross Reference:

COE 6-1

COE 6-2

COE 6-3

COE 6-4

Policy for Personnel:

All Employees