

Personal Injury Response Plan

Personal Injury – Minor

1. Inform teacher or person in charge
2. Make sure that nobody else will get injured from the source
3. Contact the main office if possible
4. Send the injured person to the main office if needed

Personal Injury – Major

1. Inform teacher or person in charge
2. Care for injured person(s) – call for assistance (911)
3. Notify the school office
4. Provide all information
 - o Name
 - o Location (floor, room number)
 - o Nature and type of injury
 - o State of consciousness of the injured person(s)
 - o Age and gender of the injured person(s)
 - o If possible, the names of the injured person(s)
 - o Any relevant information – breathing/not breathing, chest pains, bleeding
5. Ensure the area is clear for emergency personnel.