



Maine DOE School Health Emergency Quick Guide

**Prepared by:
Maine DOE School Health Services
Office of School and Student Supports**

School Health Emergency Quick Guide

Maine DOE partnered with Maine EMS to produce a School Health Emergency Quick Guide for use in a school health emergency.

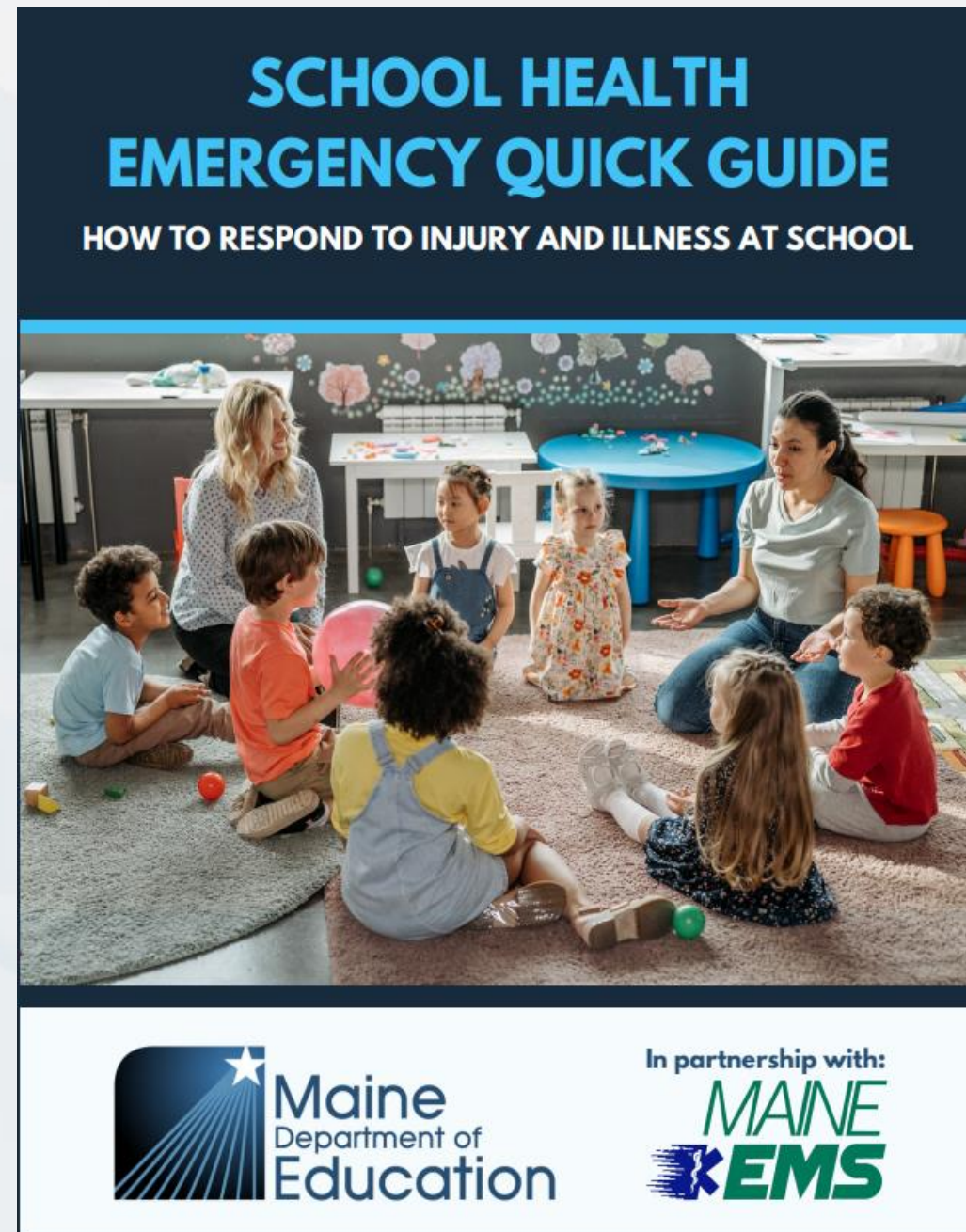
The Quick Guide is meant to assist **ALL SCHOOL STAFF** in the event of an emergency at school: in the classroom, on the playground, on the bus, on field trips, etc.

Today, we will:

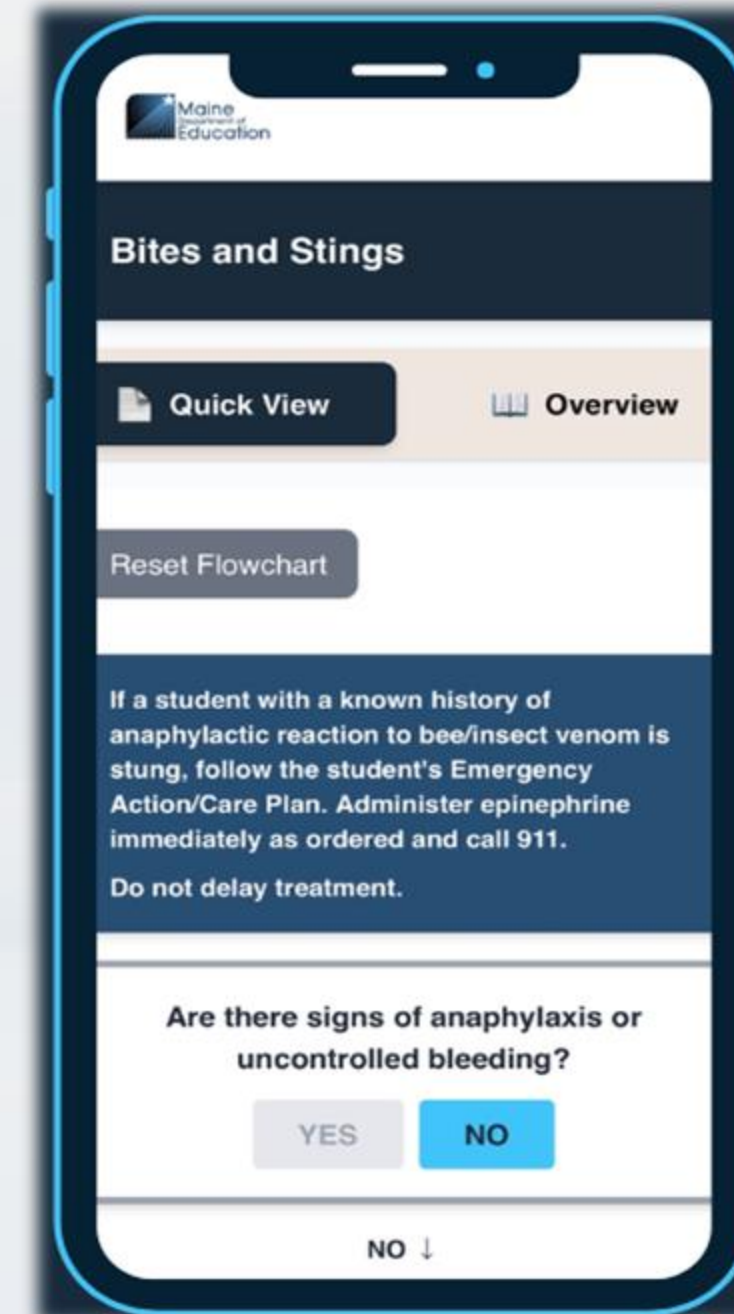
- Introduce you to the School Health Emergency Quick Guide
- Show you how to access and download each version
- Get to know the Quick Guide through a brief case study

The Quick Guide is now available in two formats!

PDF



Mobile



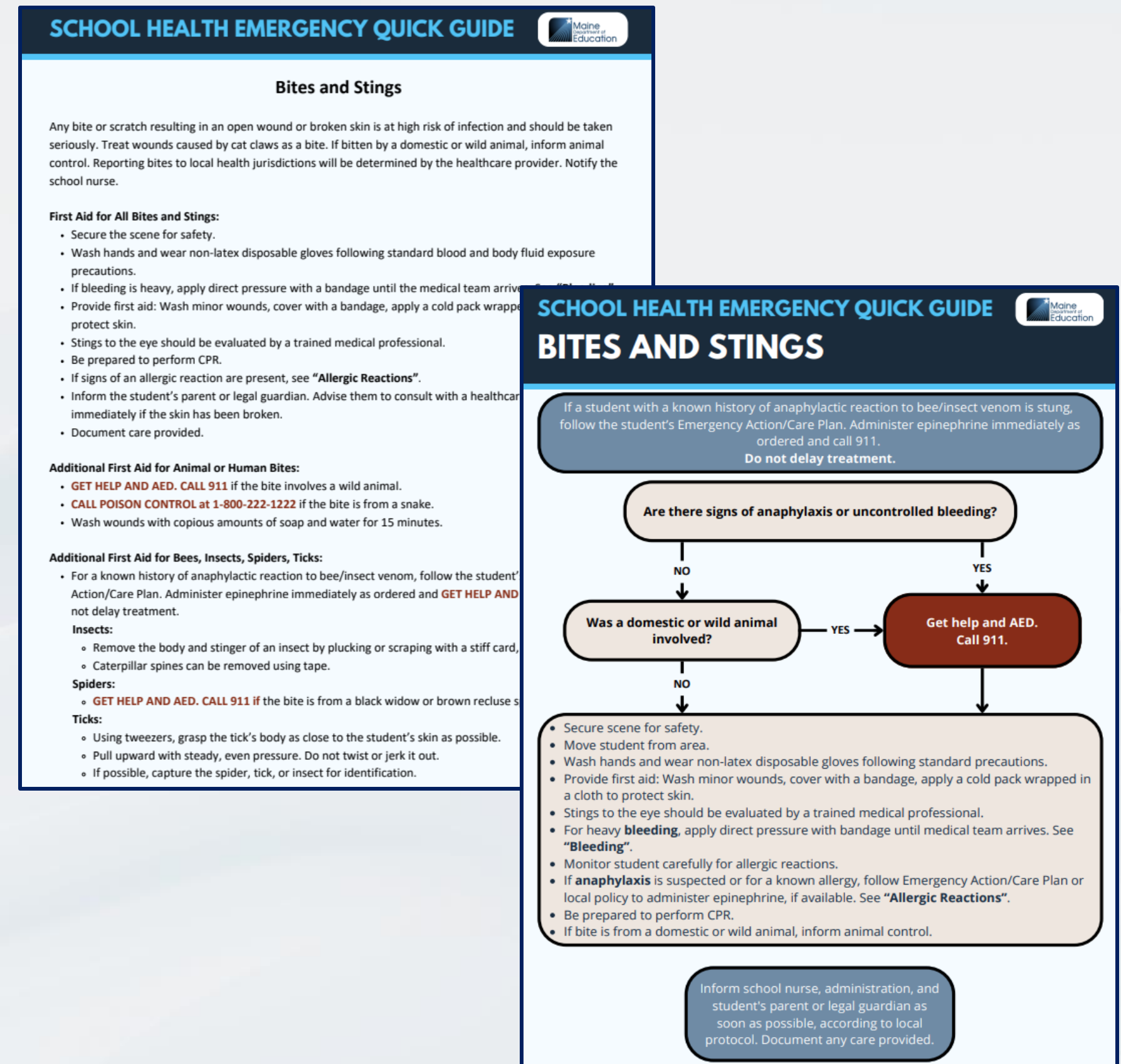
PDF Version

The PDF Quick Guide can be accessed and downloaded on the [Maine DOE School Health Services](#) webpage, or by using the QR code on the next slide.

The PDF Quick Guide features an overview of each school health emergency followed by an easy-to-use algorithm to guide you through each emergency step-by-step.

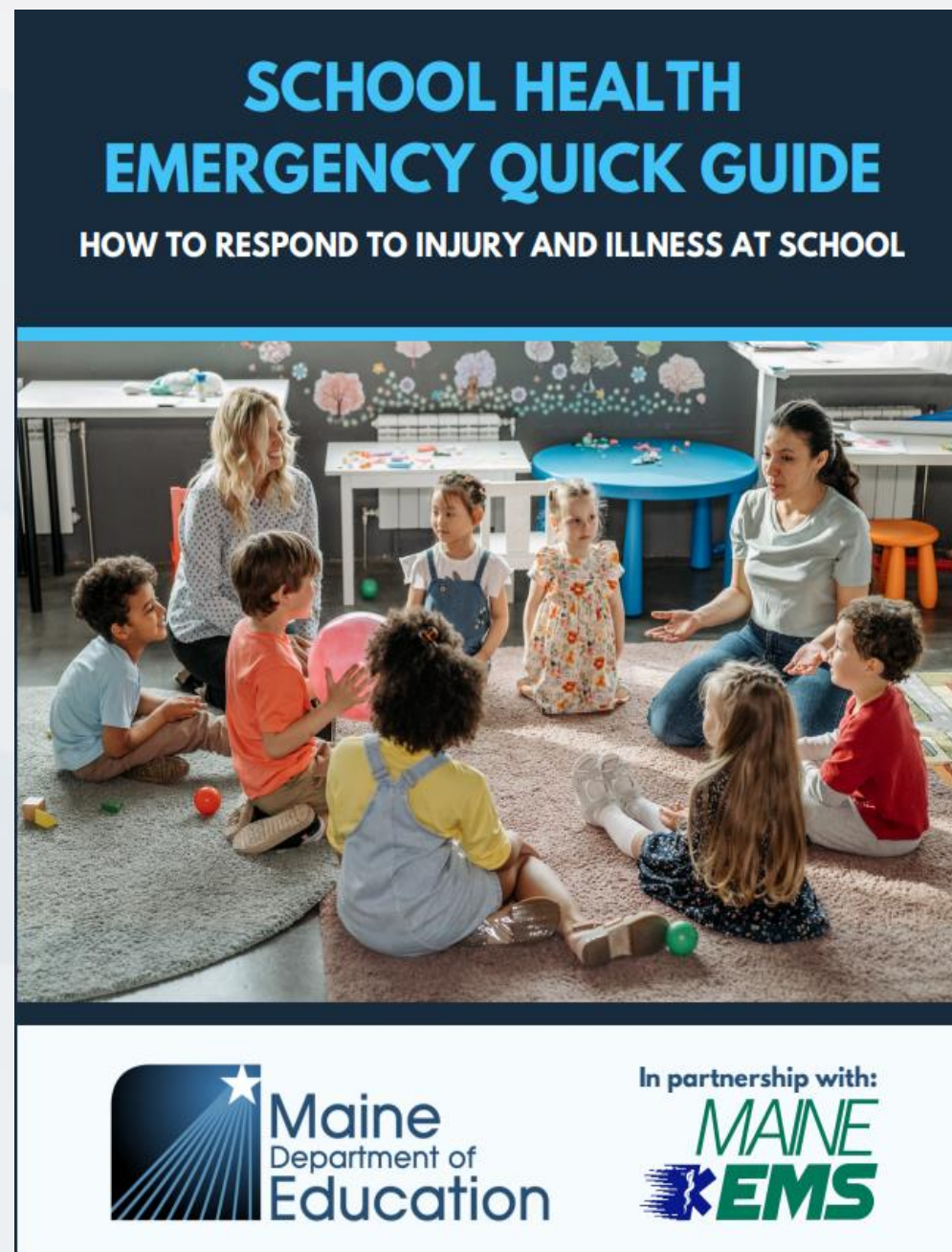
Recommended uses for the PDF version:

- Printed and stored in classrooms, field trip bags, emergency bags, sub folders, health offices, sports complexes, etc.
- Can be downloaded to your desktop and used in emergency situations with or without internet access



Download your PDF copy today!

PDF



**Access
and
Download
Here:**



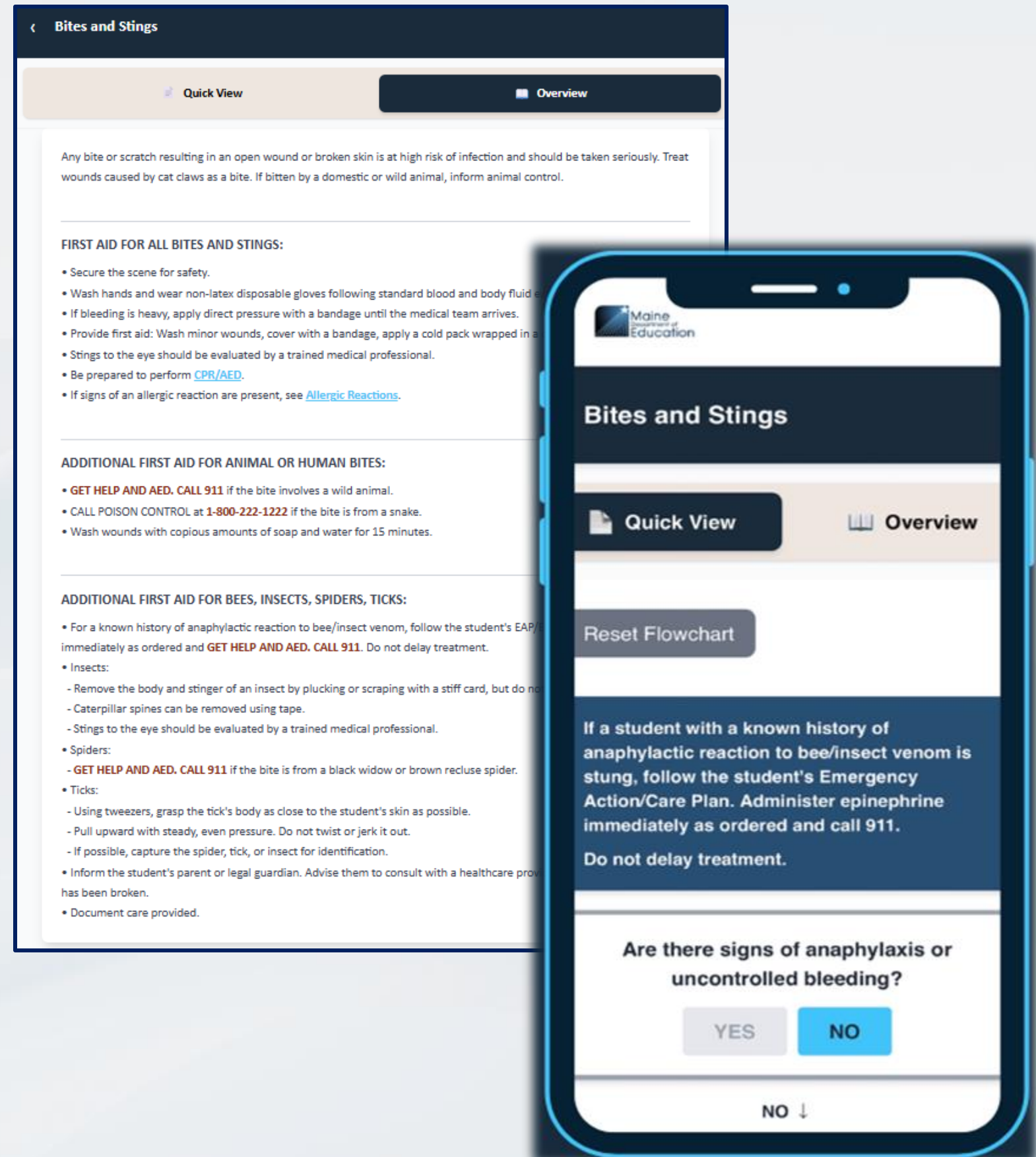
Mobile Version

The Mobile Quick Guide can be accessed as digitally on the [Maine DOE School Health Services webpage](#). We'll walk through the details on the following slides.

The web-app version features all the same information as the PDF version in an interactive, mobile format.

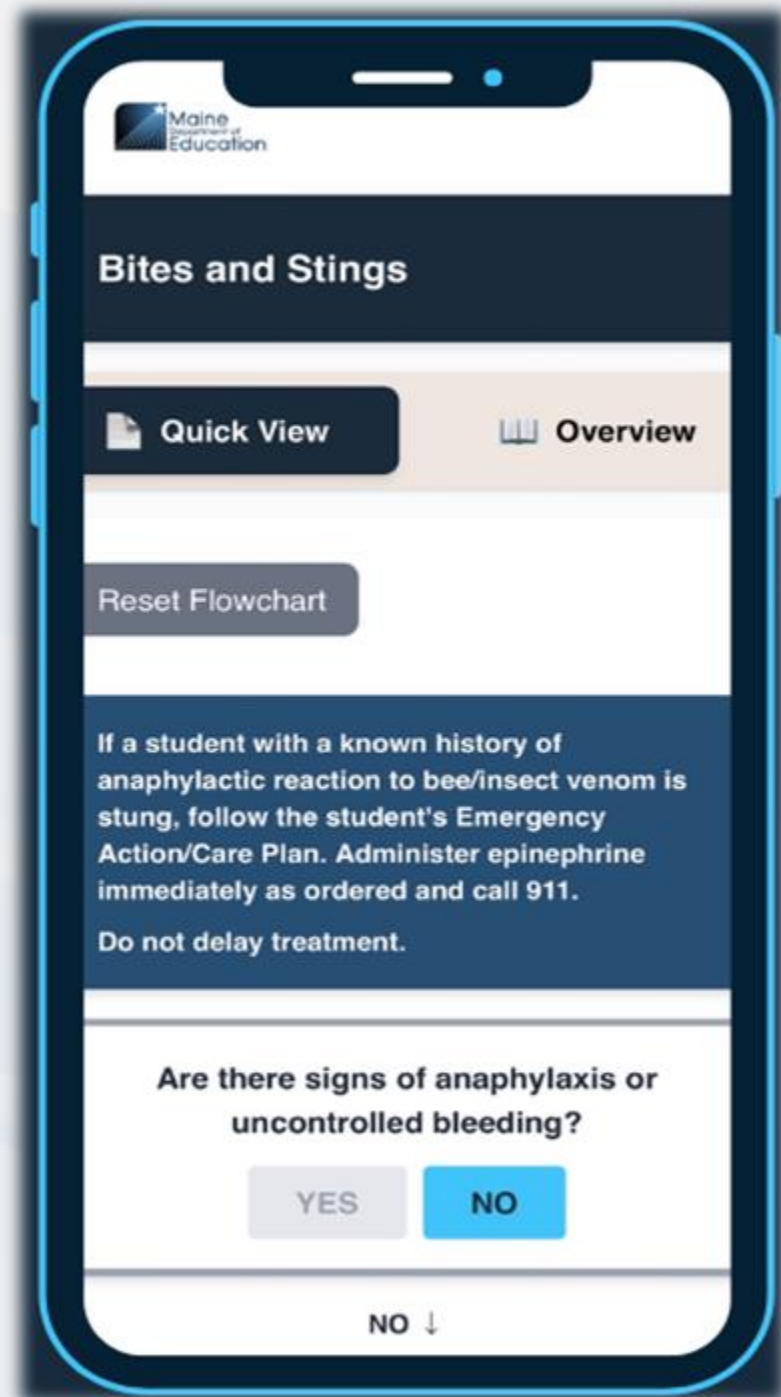
Recommended uses for the Mobile Version:

- Each staff member can download the web-app link to the home screen of their phone and/or desktop
- Presented in an interactive layout
- Can travel with the staff member anywhere
- **Note: Internet access is required to access the mobile version**



Access the Mobile guide today!

Mobile



**Access
Here:**



Add the Mobile guide to your smartphone's home screen:

 Save this guide to your home screen for quick access:

Safari:

1. Tap the **Share button** (looks like a box with an arrow pointing up) at the bottom of Safari
2. Scroll down and tap **Add to Home Screen**
3. Tap **Add** in the top right

Chrome:

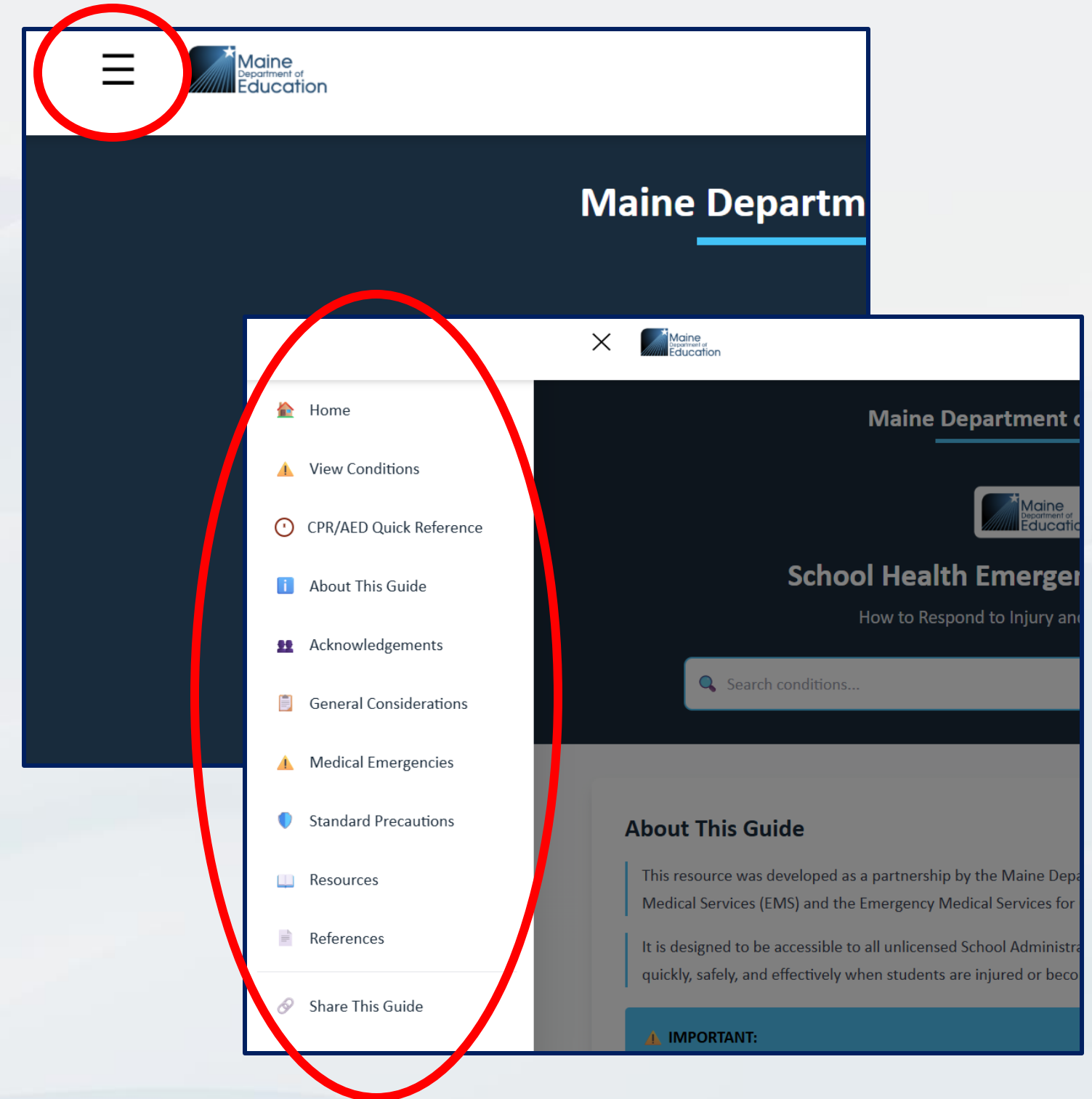
1. In the top-right, tap the share button (looks like a box with an arrow pointing up)
2. Tap the three dots for More, then tap **Add to Home Screen**
3. Tap **Add** to confirm

Once saved, the guide will appear as an icon on your home screen for instant access.

Navigating the Mobile Guide

Clicking the “menu button” will provide the following options:

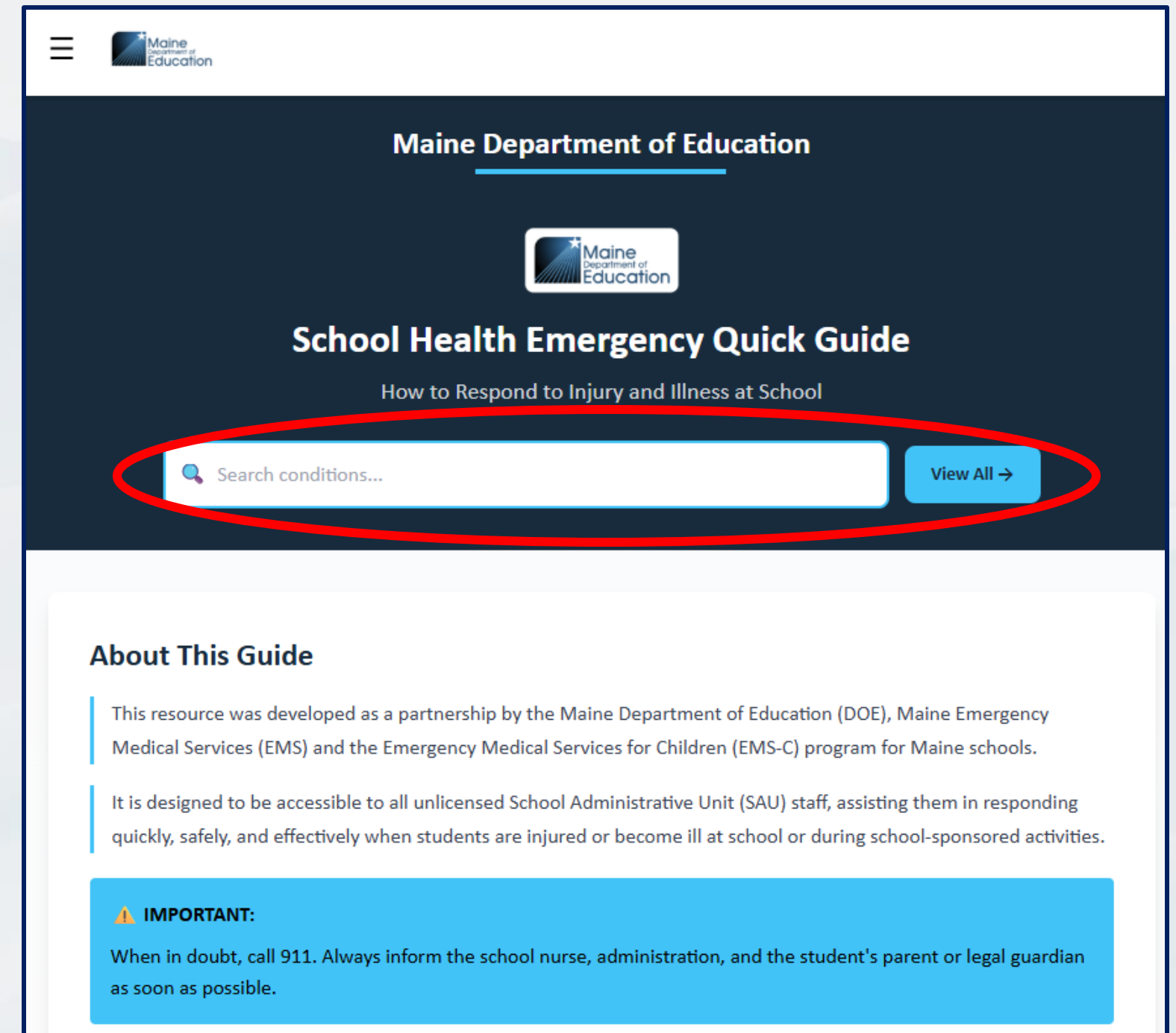
-  **View Conditions:** Full list of specific conditions. *This is where you'll find the list of all interactive flowcharts.*
-  **CPR/AED Quick Reference:** CPR/AED overview chart
-  **About This Guide:** Background and introductory info
-  **Acknowledgements:** Acknowledgements and development info
-  **General Considerations:** General emergency planning info
-  **Medical Emergencies:** General steps in first aid to students.
-  **Standard Precautions:** General info to prevent infection
-  **Resources:** Links to outside organizations and info
-  **References:** Reference used when developing the guide
-  **Share this Guide:** Multiple options to share the guide. Share with colleagues, friends, families, and/or community members!



Searching the Mobile Guide

On the home screen of the mobile guide, you'll find a centrally located search bar:

- **You can search for any condition in the guide:** Typing “seizures” will provide a quick link to the interactive “Seizure” flowchart.
- **You do not need to use technical terms to search:** Typing “tummy” will provide a link to the “Abdominal Pain” flowchart
- **Multiple options may appear:** For common search terms, multiple flowchart options will appear. Typing “headache” will provide links to the “Head Injury” and “Stroke” flowcharts.



Mobile Guide Case Study

**Scan and
follow along
as we work
through a
case study!**



Mobile Guide Case Study

You take your science class on a nature walk using the wooded trails near the school building.

- It's a warm and sunny September day.
- There are 15 students and a colleague with you.
- You're not far from school when you see Sam, a 7th grade student, lagging behind the group.
- He's sweating profusely and says he's feeling exhausted.

What are your first steps?



Mobile Guide Case Study

Sam is now in a comfortable seated position and is speaking clearly but is unable to keep walking with the group.

- Luckily, you have access to cellular data and the School Health Emergency Quick Guide on your phone.
- While your colleague is calling for help, you open your mobile School Health Emergency Quick Guide.

Based on Sam's symptoms, use the search function to find the best flowchart.



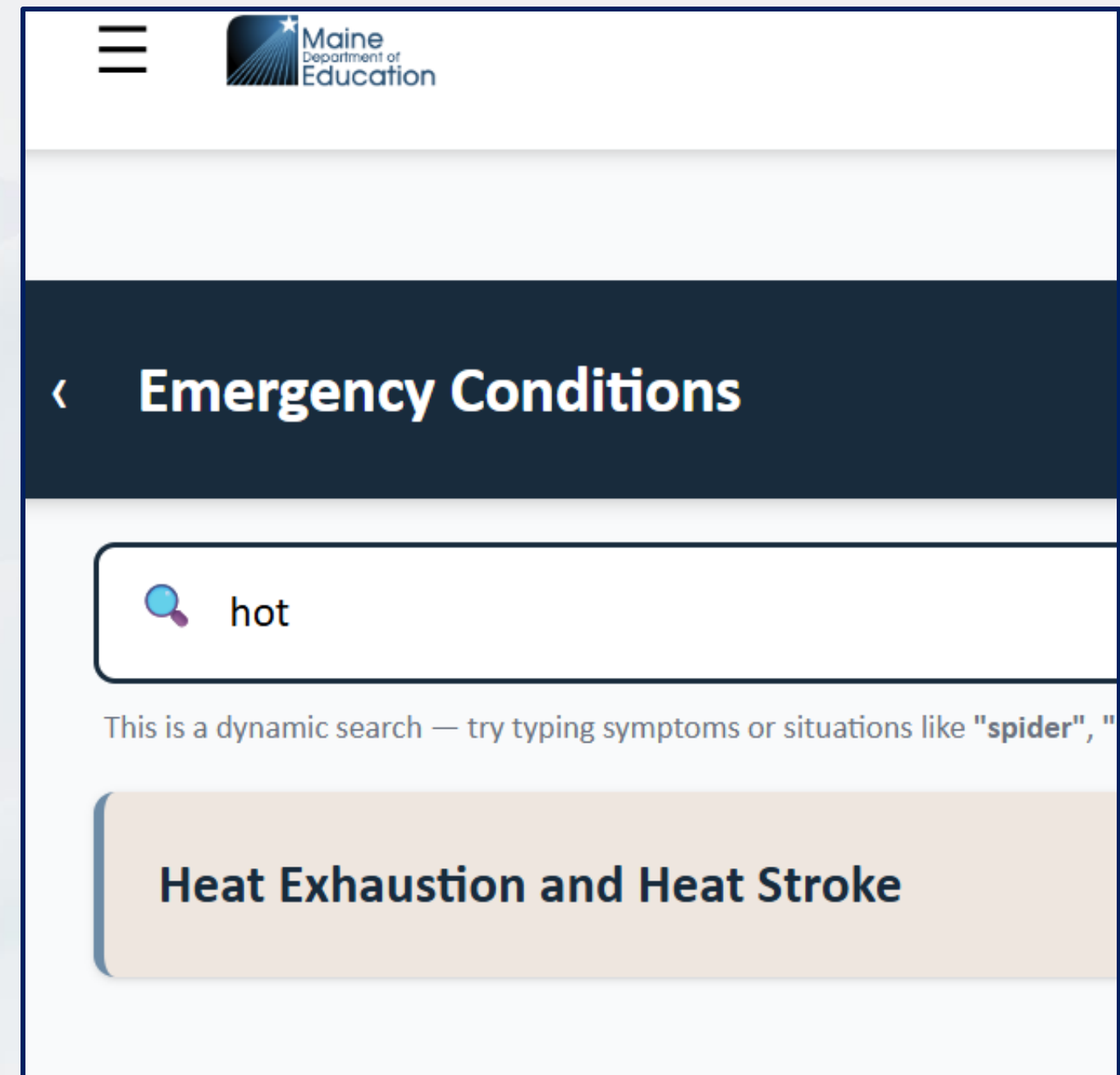
Mobile Guide Case Study

What are some search terms you might use?

- Sweating?
- Exhaustion?
- Hot?

Each of these terms directs you to the Heat Exhaustion and Heat Stroke flowchart.

**Use the flowchart
to determine your
next steps.**



Mobile Guide Case Study

What is your answer to the first question on the flowchart?

Keep in mind:

- Sam's skin is sweaty, not dry.
- He's talking to you and doesn't appear confused.
- Other than his sweating and fatigue, no other issues are obvious.
- Your colleague has already notified the school nurse. They are on the way to assist.

Based on your observations, do you select "Yes " or "No"

Heat Exhaustion and Heat Stroke

Quick View

Overview

Heat-related injuries can develop when students are exposed to hot temperatures, actively playing, sweating, or overly clothed.

Are signs of heat stroke present?

• Flushed, hot DRY skin

• Confusion or disorientation

• Unresponsiveness

• High body temperature (104°F or higher)

• Progression to seizures, stroke or cardiac arrest

YES

NO

IMPORTANT NOTE

Inform school nurse, administration, and student's parent or legal guardian as soon as possible, according to local protocol. Document any care provided.

Mobile Guide Case Study

You follow the instructions to the best of your ability until help arrives.

- You keep Sam in the shade.
- You provide small sips of water with no issues and apply a wet cloth (you have in your bag) to the back of Sam's neck.
- You monitor for any changes.
- The school nurse arrives with help and transports Sam back to the school health office.
- After rest, Sam is feeling much better and his parents decide to take him home for continued rest and observation.

Great Work!

- Unresponsiveness
- High body temperature (104°F or higher)
- Progression to seizures, stroke or cardiac arrest

YES

NO

Heat Exhaustion

- Move student to cool location.
- Remove outer clothing.
- Cool skin with water or wet cloths.
- Direct a fan towards student.
- Give small sips of water.
- Advise parent or legal guardian to consult with medical provider.
- If student does not improve or cannot drink fluids, **GET HELP AND AED. CALL 911.**
- Be prepared to perform [CPR/AED](#).

Thank You!



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