

Child Loses Consciousness

The following procedures will be use if a child is seriously injured or loses consciousness.

1. TAs/teachers will have a walkie at recess.
 - a. The first adult out for recess will get the walkie from the charger in the office.
2. Adult supervisors will transfer the walkie to next adult coming out to supervise recess.
3. The walkie will be returned to the charger at the end of the day. The last adult to supervise recess is to return the walkie to the office in order for it to be charged.
4. If a **child falls and/or loses consciousness**, the adult supervisor will immediately walkie the office.
5. The child will **not be moved**.
6. The office personnel will follow the following steps in this order:
 - a. Let the administration know
 - b. Call 911 for emergency assistance
 - c. Coordinate the condition of the student with the adult supervisor and emergency
 - d. Have the other secretary contact the parents
7. The administrator will do the following:
 - a. Arrange for another adult to be outside with the rest of the students
 - b. Arrange for someone to meet emergency and direct them to the student
 - c. Follow up with the parents of the student later in the day for an update on how the student is doing
8. After the incident is over, the secretary will ensure that an accident form is completed and given to the principal for review.
9. If the Principal is out of the building the following chain of command will be followed at each campus:
 - a. For South Jordan
 - i. Assistant Principal
 - ii. Assistant Principal/counselor
 - iii. Head Secretary
 - iv. Assistant Secretary
 - b. For West Jordan
 - i. Assistant Principal
 - ii. Head Secretary
 - iii. Assistant Secretary
 - iv. Counselor