

First Aid & Emergency Medical Care Policy (4.3)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this First Aid & Emergency Medical Care Policy is to ensure that Good Days Adolescent Special Needs Center (GDC) provides timely, effective, and appropriate care in the event of illness, injury, or medical emergency. This policy outlines procedures for immediate response, first aid administration, and emergency medical coordination to safeguard the health and well-being of all students and staff.

Section 1: Policy Overview

All staff at GDC are responsible for maintaining a safe environment and responding appropriately to medical incidents. Designated staff members are trained in first aid, CPR, and the use of emergency equipment such as automated external defibrillators (AEDs). The Director oversees implementation of this policy and ensures ongoing compliance with state health and safety regulations.

Section 2: First Aid Procedures

When a minor injury or illness occurs, trained staff will provide basic first aid using supplies from an approved first aid kit. First aid kits are maintained in accessible locations throughout the facility and inspected regularly to ensure readiness.

First aid procedures include:

- Cleaning minor wounds and applying bandages.
- Providing rest and hydration as appropriate.
- Monitoring symptoms for any signs of escalation.
- Recording the incident and notifying the parent/guardian.

Section 3: Emergency Medical Response

In the event of a serious injury or medical emergency, staff will immediately initiate the emergency response protocol and contact emergency medical services (911). Staff will remain with the student until professional medical help arrives.

The following steps will be taken:

1. Assess the situation for safety.
2. Call 911 and provide clear information about the emergency and location.
3. Notify the Director and activate internal emergency procedures.
4. Provide first aid or CPR if trained and necessary.
5. Contact the parent/guardian immediately.
6. Complete an Incident Report (Form E5) and file it with the Director.

Section 4: Medical Information and Consent

Each student's enrollment packet must include a completed Emergency Medical Authorization Form, listing current medical conditions, allergies, medications, and emergency contacts. This form authorizes staff to seek emergency medical treatment for the student if parents/guardians cannot be reached.

Section 5: Emergency Equipment and Supplies

The Center will maintain emergency medical supplies, including first aid kits, AED devices, gloves, and other essential items. The Director or designee will ensure that supplies are inspected monthly and replenished as necessary.

Section 6: Transportation to Medical Facility

If a student requires transport to a medical facility, emergency medical services will determine the most appropriate means of transportation. A staff member may accompany the student if permitted, and parents/guardians will be notified immediately regarding the destination and status.

Section 7: Documentation and Follow-Up

All injuries, illnesses, and emergency medical responses must be documented on an Incident Report Form (E5) and submitted to the Director by the end of the day. The Director will review each report, implement corrective actions if necessary, and ensure proper communication with families.

Section 8: Staff Training

All staff members are required to complete training in basic first aid and CPR prior to working directly with students. Refresher training shall occur at least every two years or as otherwise required by regulation or accrediting agencies.

Section 9: Confidentiality

All medical information and incident documentation are confidential and maintained according to HIPAA and the Student Record Management Policy (2.6). Only authorized personnel may access medical records or communicate medical information.

Section 10: Acknowledgment

All staff and families must review and acknowledge this First Aid & Emergency Medical Care Policy. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026