



VPA Medical Emergency Response Policy- Riley's Rule

Objective: This policy establishes guidelines for staff members to follow in the event of medical emergencies, including seizures, diabetic attacks, allergic reactions, and other unforeseen health crises. The goal is to ensure a prompt and effective response to safeguard the well-being of individuals experiencing a medical emergency within the premises.

1. Emergency Contact Information: All staff members should be aware of the emergency contact information for each student and team member, including any known medical conditions, allergies, or specific emergency response instructions. This information should be updated regularly, and the designated personnel responsible for maintaining this information should ensure its accuracy.

2. Emergency Communication Protocol: In the event of a medical emergency, staff members should immediately contact emergency services by dialing the local emergency number (e.g., 911). Simultaneously, inform the designated on-site first aid personnel or supervisor to coordinate assistance.

3. First Aid Training: Designated staff members should undergo basic first aid and CPR training regularly. This includes knowledge of how to respond to seizures, diabetic attacks, allergic reactions, and other common medical emergencies. Adequate first aid supplies should be accessible and maintained in designated locations throughout the premises.

4. Distribution and administration of medications: As a virtual school, the Virtual Preparatory Academy is not responsible for distributing or administering medications to students. Medications for students needed during in-person events, such as testing or field trips, should be brought and administered by a parent or guardian.

4. Emergency Response Team: VPA's emergency response team should consist of two staff members that are certified in CPR/First Aide who are individuals who can assist in medical emergencies, provide first aid, and coordinate with emergency services if onsite. VPA administration will ensure that the team is familiar with the location of emergency equipment and evacuation procedures in our local office.



6. Accessibility of Emergency Equipment: VPA will ensure that emergency equipment, such as first aid kits, and other necessary supplies, are easily accessible and regularly checked for functionality. VPA will designate responsible personnel for equipment maintenance and timely replacements.

7. Privacy and Dignity: During a medical emergency, staff will prioritize the individual's privacy and dignity. VPA will minimize unnecessary exposure and ensure that bystanders provide appropriate assistance without compromising the affected person's comfort and confidentiality.

8. Reporting and Documentation: After the resolution of a medical emergency, staff members involved should promptly report the incident to designated supervisors or management. Documentation of the event, actions taken, and any recommendations for improvement will be recorded for future reference and analysis.

9. Training and Awareness: VPA staff annually completes state required safety training. This includes providing updates on any changes to the emergency contact information and protocols.

10. Review and Improvement: VPA will periodically review and update this policy based on feedback, experiences, and changes in regulations or best practices. Continuous improvement is essential for an effective emergency response system.