



New Jersey State Children's Chorus, LLC  
PO Box 525, Paramus, NJ 07653

## MEDICAL EMERGENCY PROCEDURE

The safety and security of the children entrusted to the care of NJSCC personnel is of paramount importance. In the unlikely event that one of the members of the NJSCC has a medical emergency during a rehearsal, performance or any other NJSCC activity, the following is the procedure for responding to the emergency. Hard copies of the emergency contact information for all members should be kept at all NJSCC activities by both the Artistic Director or Conductor and Chorus Manager.

1. If the injury or illness appears to be severe or if there is any doubt about the severity, or if the child is unconscious, call 911 first. Be prepared to provide the 911 operator the geographic location of the activity and a description of the situation. Stay on the line and answer all questions until help arrives. If the injury does not appear to be severe but requires medical attention, call the parents. If unsuccessful in reaching the parents, call the numbers listed on the Emergency Contact form.
2. While one of the supervising adults tends to the child, another should call the parents to advise them of the situation. If unsuccessful in reaching the parents, call the numbers listed on the Emergency Contact form.
3. Unless one of the adults is trained in emergency first aid, do not attempt to provide first aid except for minor cuts and bruises. Keep the child as comfortable as possible and wait for the EMTs or parents to arrive. Clear the room of other students and parents.
4. If the judgement of the medical personnel is that the child should be taken to a hospital and the parents have not arrived, one of the supervising adults must accompany the child. The adult must take a copy of the child's medical release form to the hospital. Be sure to get the name and location of the destination hospital so that it can be provided to the parents if they have not arrived.
5. As soon as possible and within 24 hours after the emergency has been resolved, all NJSCC staff that were present should each independently complete a written Medical Emergency Report. The report should be given to the Chorus Manager and copies sent to the Artistic Director and the members of the Board of Advisors.
6. The Chorus Manager should contact the parents the day after the incident to determine the outcome. A report of the conversation with the parents should be distributed to the Artistic Director and the Board of Advisors.
7. As soon as possible, the Board of Advisors should meet with the Artistic Director and the Chorus Manager to review the incident and to make any changes to this procedure or NJSCC policy as a result of the handling and outcome of the incident.



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## MEDICAL EMERGENCY INCIDENT REPORT

Name of person injured/at risk \_\_\_\_\_

Relationship to NJSCC: Student\_\_\_\_ Parent\_\_\_\_ Staff\_\_\_\_ Other\_\_\_\_\_

Date of incident \_\_\_\_\_ Approximate time\_\_\_\_\_ am/pm

Location of incident \_\_\_\_\_

Incident occurred during Rehearsal\_\_\_\_ Performance\_\_\_\_ Other activity \_\_\_\_\_

Describe what happened and what actions were taken by you or others and the timing. Use additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

911 Called? Y\_\_\_ N\_\_\_ Time Called \_\_\_\_\_am/pm Time Arrived \_\_\_\_\_am/pm

Name(s) of Parent/Emergency Contact Called \_\_\_\_\_

Time Called \_\_\_\_\_am/pm Time Informed \_\_\_\_\_am/pm Time Parent Arrival at Scene \_\_\_\_\_am/pm

Medical Treatment Rendered \_\_\_\_\_

Who Rendered Medical Treatment? \_\_\_\_\_

Did person go to hospital? Y\_\_\_ N\_\_\_ Which one? \_\_\_\_\_

If Student, name of adult who accompanied to hospital \_\_\_\_\_

Witnesses \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed name of Staff Member Completing Form Staff member signature Date \_\_\_\_\_

\_\_\_\_\_  
Artistic Director Signature and Date Board of Advisors Member signature and Date