

MEDICAL MEMO

TO:

FROM:

DATE:

RE: Medical emergency *possibility* regarding _____
ID # _____, in (class) _____

Type of Issue

With the student's permission, this memo is to inform you that the student named above is currently enrolled and experiences _____. Any questions about this issue may be addressed to the student.

What to Look for

Each _____ looks different. Some common indicators are:

[Info here will describe the medical issue. It might be a type of seizure, a type of diabetic issue, a chronic health condition that may become serious, etc. All examples would be of medical issues that may rise to the level of needing an emergency response]

How to respond

The student is aware that if there is a medical emergency, RACC faculty or staff are required to respond in the following manner:

- *DO NOT MOVE OR TOUCH THE STUDENT DURING (type of emergency)**
- *NOTE THE APPROXIMATE TIME THE MEDICAL ISSUE BEGINS AND ENDS**
- *CALL 911 IMMEDIATELY**
- *CALL SECURITY IMMEDIATELY AFTER CALLING 911 – X6291**
- *USE RED PHONE IN HALLWAYS OF MOST ACADEMIC BUILDINGS OR A CELL PHONE TO CALL SECURITY—610-607-6291**
- *IF IN A CLASSROOM, PLEASE DIRECT OTHER STUDENTS OUT OF THE ROOM, AT LEAST BRIEFLY FOR PRIVACY**
- *EMAIL A DISABILITY SERVICES STAFF PERSON AFTER A MEDICAL INCIDENT**