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

DS/KK 01/23/2020