

# Meet the Lifesavers

## Teaching Children About EMS

This program is exciting for school children and teachers alike. Emergency medical personnel conduct a school assembly and explain what happens in a medical emergency. Attendees learn what medics, EMS personnel, nurses, doctors, and health aides do in an emergency situation, and what children can do themselves to help emergency personnel.

## How to put on the program

1. Develop an outline for a school assembly program. Determine who will be available to participate. Determine which of your EMS personnel will give the program. Will it be an emergency physician, RN, paramedic, EMT, or one of each? Find out what kind of program each will present.
2. Plan which schools you will approach and set tentative dates.
3. Write to the principal of each school you plan to reach. Explain the program and its purpose, include the student poster contest announcement, the teachers' information sheet, and a sample of the program agenda (samples follow). As for a response by a designated date. Follow up with a phone call as the date nears.
4. When the principal agrees, confirm the date, the grade or grades that will participate, and the number of students who will attend. Put the appropriate date on the student poster contest flyers and send them to the principal for distribution to the teachers. Include the names of the schools and an announcement of the program in your advance publicity. If needed, make any arrangements for parking.
5. Ask the presenters to prepare scripts. Supply them with overheads or slides illustrating their topics. Ask them what kinds of handouts, special exhibits, equipment, or decorations would add to the presentation. Finally, rehearse them to be sure the program is smooth.
6. Select the poster contest judges, set a date and location for the judging. Try to find donors for the entrants' certificates of appreciation, a frame for the winning poster, a T-shirt for the first prize winner, and trophies and ribbons for second and third place winners. Get clearance to give the grand prize winner a ride to school in an ambulance on the day of the assembly. (Decide if you will offer one grand prize per grade, school, or community.)

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7. Ask the school if you can post flyers promoting the poster contest. Ask the principal to make a reminder announcement over the public address system a few days before the poster contest deadline. The principal can also remind students about the assembly.
8. After the deadline, have the posters judged with grand prize, first, second, and third place winners chosen. About a week before the assembly, check with everyone involved, including the school principal, to make sure they know what they're supposed to do.
9. Contact the grand prize winner and congratulate the student and his or her parents. Get permission to pick up the student at his or her home in an EMS vehicle on the day of the assembly. Pick up or get delivery on T-shirts, trophies, ribbons, and certificates, or any other items you have ordered for the winners. Have their names inscribed on any pieces needing personalizing. Also on the day of the event, post signs telling parents where to park and the location of the event.
10. Arrive at the school one hour before the assembly to set up equipment and displays. Have photographs taken of the winning poster, the winners, and the EMS team. Send the photos to the winners and use them for follow-up publicity (see sample news releases). After the assembly, send the principal a thank you letter and a copy of the photographs and publicity articles. Remember to send information, and photos to Southern Region EMS Council, as well!

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## Sample Teachers' Information Sheet

### “Meet the Lifesavers” Student Assembly

Learning about the emergency medical services in their community is one of the most important things your students can do – and “Meet the Lifesavers” assembly targeting (third, fourth, or fifth) grade students does just that.

**Who:** Emergency medical personnel, including a nurse, health aide, and EMT

**What:** A 45-minute assembly program and an EMS poster contest

**When:** (date and time)

**Agenda:** Students learn what happens when they arrive at a hospital emergency department. They learn what each member of the EMS team does: nurse, EMT, physician, or health aide. They learn how they can help themselves in an emergency situation: dialing 9-1-1, stopping nosebleeds, learning not to move someone who is hurt, avoiding school yard accidents, stinging insects, spiders, wasps, rabid or aggressive animals.

Questions? Good! There will be plenty of time for questions at the end of the presentation. Finally, the winners of the EMS poster contest will be awarded their prizes during the assembly.

Handouts: Each child will get (list handouts)

#### Poster Contest Rules

1. The contest is for (third, fourth or fifth) graders
2. Posters must be 18” x 24” and may be created in any medium
3. In the lower right corner, the poster must have: student name, age, teacher name, and name of the school
4. Subject must be prehospital care (paramedics, ambulance, fire trucks, etc.), emergency department care (health aide, nurse, etc.) safety or accident prevention
5. Posters will become the property of (your organization)
6. Judges are: (list names)
7. Deadline: Must be in your administrative office by (date). Judging will take place (date).
8. Posters will be on display at (location) during the week of (dates). The winning posters will be on display at (date).
9. Prizes (list)

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Encourage students to enter the contest. Distribute our poster contest flyers to each of your students as soon as possible!

## **Sample Letter to the School Principal**

**(On your organization's letterhead)**

(Date)

(Name)

(Principal)

(Name of School)

(Address)

(City, State, Zip)

Dear Mr/Ms (Name):

Thousands of emergency department patients are seen in America's hospitals and clinics each year – and one-third of these are children. A trip to the emergency department is never fun, but it can be a frightening experience if you don't know what is happening around you.

(Your organization) would like to sponsor an assembly program for your (third, fourth, or fifth) graders called "Meet the Lifesavers." The program will be presented by an EMS health care professional and will explain how to call for help in an emergency, what to expect after help arrives, what happens when you arrive at the hospital, and how to prevent common medical emergencies from occurring. The program is designed to educate children and reduce their fear of the hospital setting.

In addition to the assembly, we would like to conduct a poster contest for your students. The winning poster will be featured at the assembly, and awards will be presented to the winners. You will find the rules for the poster contest and an agenda for the assembly, attached, along with a promotional flyer to students. If we present the program during EMS Week, we will want to collect the posters on (date) and judge them the week of (date).

I hope you agree that your students would benefit from this program. I will contact you to arrange the details. We're excited about the possibilities and hope you are too. I look forward to hearing from you soon.

Sincerely,

(Name)

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(Title)

Enclosures

## **Sample Student Poster Contest Announcement**

### **Ride to School in an Ambulance – Without Being Sick!**

All you have to do is win the EMS Poster Contest – and you'll arrive at school with lights and sirens blasting!

#### **Poster Contest Rules**

1. Contest is for (third, fourth, or fifth) graders only
2. Posters must be about emergency medical services: medics, emergency physicians and nurses, ambulances, or the emergency department at your hospital or clinic.
3. Posters should be 18" x 24" and can be made with crayons, paints, colored markers, collage, or your favorite art medium
4. Turn your posters in to your teacher no later than (day and date)
5. If you need more details, ask your teacher.

**Prizes** (to be presented during a special EMS school assembly)

1. Grand Prize Winner: Winner will receive (list prizes)
2. First Place: Winner will receive (list prizes)
3. Second Place: Winner will receive (list prizes)
4. Third Place: Winner will receive (list prizes)
5. Honorable Mentions: Winners will receive (list prizes)

**Start work on your poster today!**

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# Sample News Release for “Meet the Lifesavers” School Assembly

(Your Logo)

**FOR IMMEDIATE RELEASE**

(Date)

For additional information, contact:

(Name)

(Title)

(Address)

(Phone)

## **(SCHOOL NAME) STUDENT WINS EMS POSTER CONTEST**

(Name), a (whatever level) grade student at (school name), was named the winner of an area-wide posters contest at a special school assembly program (day).

The “Meet the Lifesavers” assembly and the contest were sponsored by (your organization).

Emergency physicians, health aides, nurses, medics, and other emergency medical personnel from (your hospital or clinic name) have given EMS programs at (community name) elementary schools throughout the week, as well as at (day’s) assembly.

As grand prize winner, (student name) arrived at (his/her) school on assembly day in an ambulance, with lights flashing and sirens blaring. For (his/her) creation, (title), about (explain subject), (student name) also won (list prizes). His/Her poster will be framed and hung in the main lobby of (your hospital /clinic name).

“The children’s posters revealed some interesting perceptions about what goes on in emergency department,” said (spokesperson’s name). “It was as much fun for us to conduct the student assemblies as it was for the kids to attend!”

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