

Regulation

ACCIDENTS

First aid or emergency care should be given by the school nurse according to the standing orders. These orders are in the health office in each school. If the nurse is not available the principal should be notified immediately to direct such care.

A current emergency file card for each student and employee should be accessible in the main office and the nurse's office of each school. The card should contain:

- A. Name, address, telephone number and cell phone number of parents/guardians at home and at work;
- B. Names, address and telephone numbers of two others who may be called in cases of emergency;
- C. Names, address and telephone numbers of at least one physician who is authorized to minister to the student;
- D. A parent/guardian's signature authorizing emergency hospital treatment in case of need.

The following names and phone numbers should be posted in each school's health office and main office:

- A. Ambulance service;
- B. Police department;
- C. Nearest hospital;
- D. Poison control center;
- E. School physician.

Plans for transporting students home or to a source of medical attention are the joint responsibility of the parent/guardian and the school authorities. In the case of extreme emergency when the school personnel are unable to reach the parents/guardians or other persons designated on the emergency card, the school, acting in the place of the parent/guardian, will transport the student to the source of medical attention. This will be resorted to only as a last resource.

Police/emergency services shall be called in case of serious accident and/or to assist in care or transportation of the student.

ACCIDENTS (regulation continued)Accident Reporting

After an accident occurs and emergency treatment is given, a detailed report must be completed by the person/persons observing the accident and/or rendering first aid (Exhibits A and B). The forms for such reports are in the main office and the nurse's office in each school.

First aid kits are available in the nurse's office, main office and school bus. They are checked and restocked periodically by the school nurse. First aid kits are available to each group going on a class trip or participating in a field day. They are available from the school nurse. The school physician and school nurse are resource persons to give first aid information to any adult members of the school community at all times.

Accident Reporting

Any injuries or accidents to students or visitors to school property during school-sponsored events must report the accident using the appropriate procedures and forms.

- A. Accidents that involve injury to students or visitors on school property during school hours or during school-sponsored events must be reported to the Superintendent or his/her designee within 24 hours on the Exhibit A "Incident Report- Student or Visitor" document. The report must include details about the accident pertinent to any follow up investigations and as required by state law and regulations.
- B. In the case of accidents that involve injury to students or visitors, Exhibit B "Insurance Report", may be provided to the parent/guardian or visitor.

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