

ACCIDENT RESPONSE AND PREVENTION ***(First Aid Guidelines)***

Emergency Forms

It is imperative that the information on each student's emergency information form be current. New forms shall be completed at the beginning of each school year and kept on file in the appropriate school office.

The emergency information form will include the following:

- ▶ Name, address and home number of the student.
- ▶ Names, addresses and home phone numbers of parents/guardians.
- ▶ Parents'/Guardians' business and emergency contact phone numbers.
- ▶ Family physician's or pediatrician's name and phone number.
- ▶ Special health problems, if any.
- ▶ Names, addresses and phone numbers of at least three (3) other persons with transportation who may be contacted when the parents/guardians cannot be reached.

General Directives for Illness and Injury

Any student who is taken ill while at school should report to the nurse's or principal's office. Any student injured on school property during school hours will be given emergency first aid care by the designated official as needed. Emergency first aid treatment may be rendered by teachers and other school personnel if the designee is not available.

Disposition of Minor Illness or Minor Injury

- ▶ If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day, but in the interest of school-parent/guardian relations, the principal or designee may contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the principal or designee will need to use the alternate contacts provided on the emergency form.
- ▶ If a student requires medical attention, the parents/guardians will be notified immediately by the principal or designee. The parents/guardians will be asked to call a physician or accept the services of a physician selected by the school. In the event that a delay is judged

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to be potentially detrimental to the student's welfare, the appropriate ambulance or emergency assistance agency will be contacted and the parents/guardians so notified.

- ▶ In nonemergency cases, if efforts to reach the parents/guardians or other responsible adults in the home are not successful, the student will be kept in school under the observation of the principal or a designated staff member.

Disposition of Major Illness or Major Injury Cases

- ▶ If, in the judgment of the principal or designee, the injury or illness is serious enough to require hospitalization, the student should be transported immediately by ambulance or private vehicle. In case of a critical emergency, where immediate life-saving measures are needed, an appropriate agency will be contacted to provide emergency assistance.
- ▶ The school should be prepared to give rescue officials written information indicating the student's name, parents'/guardians' names, telephone number and home address.
- ▶ The school will obtain information relative to the destination or hospital to which the student is taken.
- ▶ The principal or designee will contact the parents/guardians.
- ▶ If there is no telephone, an adult messenger from the school will go directly to the home to notify the parents/guardians.

Transportation

No sick or injured student will be transported to his or her home alone or by another student. In all cases a responsible adult must accompany the student.

Providing for transportation and adult supervision is the responsibility of parents/guardians who, in the event that they themselves may not be available, will provide for transportation and supervision by a responsible adult.

Recording Emergency Treatment

Anyone giving emergency first aid to a student will record such treatment briefly in the book provided in each school.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 11/20/2000

Clinton School District #124, Clinton, Missouri

