EMERGENCY CARE AND FIRST AID

All employees have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events. The responsibilities may be classified as follows:

1. administering first aid;
2. summoning medical assistance;
3. notifying administration;
4. notifying parents; and
5. completing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize the assessment of the severity of any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

At the outset of each school year, the school will obtain emergency contact information of parents or legal guardians for each student and staff member.

In the event of a serious injury to a student, the parents or guardian shall be notified as soon as possible. If the school nurse or other school official determines an ambulance must be called, the parents or guardian may decide to what medical facility the student should be transported. If a parent or guardian cannot be reached then the school nurse in consultation with emergency responders will decide the appropriate medical facility.

In the event of serious injury to a staff member, an identified emergency contact shall be notified. If the school nurse or other school official determines an ambulance must be called, the emergency contact may recommend a medical facility to which the staff member should be transported. If a parent or guardian cannot be reached then the school nurse in consultation with emergency responders will decide the appropriate medical facility. The school nurse or school official, in consultation with emergency responders, will decide the appropriate medical facility.

For serious injuries, the staff member witnessing the event must complete an accident report, which must then be submitted to the school principal who shall forward the report as soon as practical to the Office of the Superintendent.