

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 250
Section: STUDENTS
Title: STUDENT ACCIDENTS AND INJURIES
Date Last Revised: 2/8/19; 11/17/08

R250 STUDENT ACCIDENTS AND INJURIES

Notification of Accidents and Injuries

All District employees share responsibility for reporting student accidents and injuries that occur in at school or on school property, en route to and from school, or during school-related activities, regardless of whether such activities take place on or off school property, as follows:

1. District employees present at the time of the accident or injury, including teachers, coaches, athletic trainers and other school personnel, shall report such incidents to the school nurse by completing *LMSD Report of Accident/Incident to Student*.
2. The school nurse shall be responsible for promptly completing a comprehensive accident report form for any injury resulting in utilization of the 911 system, evaluation or treatment by a physician, or absence from school, within one business day of the student injury or student accident.
3. District employees who become aware that a student accident or injury results in a potential need for repair or adjustment in the environment where the accident/injury occurred shall promptly advise the building administrator or the Director of Operations.
4. The school nurse shall keep records of all student accidents and injuries and provide reports on an as-needed basis to the building principal regarding the nature and extent of such accidents and injuries.

Treatment of Student Injuries

The principal of each building has the responsibility to review established policies and procedures on reporting student accidents and injuries with staff. The general responsibilities of the schools are to:

1. Give immediate care such as will protect the life and comfort of a student until authorized care is secured.
2. Notify the child's parent or guardian and the school nurse.
3. In the event that parent/guardian cannot be reached, the emergency contact person designated by parent/guardian shall be contacted.

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4. Arrange for emergency transportation for the child using 911 system if deemed necessary by school staff or the parent/guardian.

Prompt emergency care is to be limited to basic first-aid. The nurse, teacher, coach, athletic trainer and other school personnel shall not diagnose. The nurse, teacher, coach, athletic trainer and other school personnel shall not administer medication of any sort except pursuant to Board Policy and applicable law.

Cross Reference:

Board Policy and Administrative Regulation 210 (Use of Medication)