

FARIBAULT PUBLIC SCHOOLS
Faribault, Minnesota

Student Personnel
Series 500

INJURY OR ILLNESS AT SCHOOL
Code No. 504.3

Students who become ill or are injured while at school or a school-sponsored activity will be given first aid. Whenever possible, parents/guardians will be notified by telephone and instructions will be requested as to the disposition of the case. When the parent/guardian has no telephone or cannot be reached, appropriate emergency procedures will be followed. Staff members shall be discouraged from transporting students who are ill or injured and adult students with serious illness or injury shall be discouraged from driving.

In cases of emergency, the pupil shall be transported to a hospital by ambulance. If possible, the family physician listed on the office records shall be contacted. The Board of Education assumes no responsibility for medical treatment of students.

An accident report form is to be completed and filed with appropriate personnel in accordance with the attached procedures when a student is injured at school or a school-related activity. Parents/guardians will be informed of any major injury that occurs to a child as soon as possible.

December 9, 1974
Date of Adoption:

August 24, 1987
Date of Revision

November 9, 1987
Date of Revision

July 23, 1990
Date of Revision

Legal Reference

ADMINISTRATIVE PROCEDURES FOR POLICY 504.3
(INJURY OR ILLNESS AT SCHOOL)

I. Procedures for Handling Student Injury

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following procedures are to be used as general guidelines:

A. Identification of injury or illness

1. Administer first aid and/or call 911.
2. Immediately contact building supervisor (by messenger, if necessary).
3. The building supervisor/designee or school nurse will immediately attempt to contact the parent or legal guardian.
4. If available, obtain the assistance of the qualified first aid person in the building.
5. The building supervisor and the school nurse shall make a reasonable assessment of the seriousness of the injury. Care and consideration must be taken in rendering assistance to the injured.
6. Based on the determination of the building supervisor, school nurse, and/or parent/guardian, the injured may be taken to the hospital. Depending on the seriousness of injury, one of the following two procedures may be used to transport the injured to the hospital:
 - a. PARENTS/GUARDIANS - The parent/guardian will come to school and transport the injured in his/her personal car.
 - b. AMBULANCE SERVICE/RESCUE SQUAD - The building supervisor may obtain the services of an

ambulance/rescue squad by calling 911.

7. In cases of serious injury, the building supervisor will call the office of the Superintendent to give notification of the nature of injury.

B. Specific Guidelines for Handling Body Fluids in Schools

The body fluids of all persons should be considered to contain potentially infectious agents. The term "body fluids" includes blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (nasal discharge), and saliva.

1. **Avoiding Contact with Body Fluids** When possible, direct skin contact with body fluids shall be avoided. Disposable gloves will be available to all school personnel in the offices of the custodian, nurse, and principal. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Hands also shall be washed with soap and water afterwards. Gloves used for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of.
2. **If Direct Skin Contact Occurs Unanticipated** skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons shall be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g. towels used to wipe up body fluid) that are soaked through with body fluids shall be placed in plastic bags. Clothing shall be sent home for washing. Contaminated disposable items (e.g., tissues, paper towels, diapers) shall be disposed of in plastic-lined trash cans.

II. Procedure for Reporting Student Injury

1. Rationale

When a student becomes ill or sustains an injury, primary concern is for the student's health, safety and medical treatment. To that end, it is imperative that District personnel report student injuries promptly,

accurately, and in as much detail as possible. The following procedure's purpose is to inform district personnel of the timelines that must be met in reporting injuries that occur to students while at school or a school-related activity.

2. Report of Injury Form

The Report of Injury form is used to provide information necessary to complete forms required by state and federal laws. Note: Blank forms will be furnished, when needed, by the office of the principal or the business office.

3. Responsibility of Personnel:

- a. The supervising employee is responsible for completing the Report of Injury form on the day that the accident occurs.
- b. The completed form is to be delivered to the building administrator within 72 hours of the injury.
- c. The building administrator is responsible for verifying that all pertinent information is recorded and for making distribution of copies of the report to appropriate personnel.

III. Emergency Information

Emergency information for each student shall be maintained in a designated area of each building and updated annually.

