

Holbrook Public Schools

FIRST AID AND EMERGENCY MEDICAL CARE

Recommended policy/procedures regarding all student injuries:

It is the policy of the Holbrook Public Schools that any student sustaining an injury during normal school hours or during extra curricular activities will receive appropriate medical attention.

PROCEDURES:

1. In the event of a student accident/injury the nurse should be notified. In the event that the nurse is not available, other qualified medical personnel, including school administration, should be notified.
2. If a student requests permission to go to the health room, use common sense in making a decision as to allowing the child to go. **DO NOT MAKE A MEDICAL JUDGMENT.** If there is any doubt, allow the student to go to the health room.
3. The parents/guardian should be notified as soon as possible.
4. The teacher/staff member who witnessed the accident or supervised the activity should submit an accident/injury report by the end of the school day.
5. The nurse, or other attending medical personnel, should submit an accident/injury report by the end of the school day.

ADDITIONAL PROCEDURES:

1. Student injury policy/procedures be included in staff handbook.
2. Student injury policy/procedures be included in coaches handbook.
3. Student handbooks to include a statement requiring students to report any injury to staff and/or nurse.
4. All staff be made aware of student injury policy/procedures during first day that teachers report to work.
5. A copy of all accident reports be kept on file in the Central Office.

6. A brief, written report should be made annually to the School Committee concerning the type and frequency of injuries in each school building.

CROSS REF.: EBB First Aid
 JLC, Student Health Services and Requirements
 Health Room Procedure Manual for the Holbrook School System,
 Rev. 2007

Adopted: April 9, 2008