

PROCEDURE: Emergency Care - Staff

All school personnel share responsibility in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying emergency contact; and (5) filing accident/injury reports.

Emergency information will also be collected for all staff members. School nurses are responsible for maintaining staff emergency contact information. Staff emergency contact information will be made accessible to building administrators in case of nurse's absence. The emergency information for staff shall include, but not be limited to the following information:

- Physical address
- Mailing address
- Contact person's name and phone number(s)
- Additional contact information