

SCARBOROUGH PUBLIC SCHOOLS HEALTH SERVICES FIRST AID AND EMERGENCY PROTOCOL

- The School Administrative Unit (SAU) will maintain health information and emergency contacts for each student.
- The parent/guardian will update their student's health information and emergency contacts annually and as needed when changes occur.
- The Health Services Department will develop, maintain, and implement various first aid and emergency protocols to be followed by staff, parents, and students.
- The Health Services Department will oversee the planning, training, and implementation of the first aid and emergency care that is provided throughout the district.
- The Health Services Department will provide annual training on first aid and CPR to select designated staff.
- The Health Services Department will provide first aid and emergency care when available.
- Trained staff will provide first aid and emergency care, to the extent of their training, when the Health Services Department Staff is not available.
- Accident/Incident Reports will be filed as appropriate and stored in student health records. The SAU will be notified if an Accident/Incident Report has been filed.
- In the case of a serious injury or medical concern, EMS will be called, at the discretion of the Health Services Department Staff, school administrator, or staff member if Health Services Staff or administrator is not available. The Superintendent/designee will be notified. The parent/guardian will be notified as soon as possible.