

STUDENTS

Accidents

Reporting Accidents and Injuries

Accidents involving injuries to students occurring at school and/or in route to school, all injuries requiring other than minor first aid administered at the school site level, and any circumstance where hazard or procedure information suggests possible liability exposure for the district will be reported to Risk Management on the "Student Accident Report Form" within 12 hours of the accident.

Notify the Risk Management Department of any unusual or serious injury or when prompt action may be needed to document the occurrence. The school site principal will notify the Superintendent if the death or major injury of a student occurs.

First Aid Kits

A complete and maintained first-aid kit will be available at all school sites and the district office. In larger schools, the nurse and principal shall determine the need for and placement of additional first aid kits.

Emergency Care for Injuries and/or Sudden Illness

Follow first-aid instructions in the flip chart, "Emergency Care for Injuries, Choking and Sudden Illness" prepared by the department of Health Services; and/or the Emergency First Aid Flipchart published by the American Red Cross.

1. Provide for the students' needs.
2. Conditions, which appear serious, must always be discussed with the nurse or in her absence with the principal/administrator.
3. Parents are to be informed immediately in all serious situations and when any first aid is given excepting minor cuts, abrasions, Band-Aids, etc.
4. In non-emergency situations the parents are responsible for transporting the student to the emergency room or doctor accompanied by a medical referral or copy of the accident report.
5. In non-emergency situations where a student requires transportation and a parent or authorized person is not available; transportation will only occur at the request of district administration.

6. If the emergency appears serious, a decision must be made with the school nurse and site administrator before calling 911. In extreme emergencies an ambulance may be called to transport the student without parent/guardian authorization.
7. A copy of the Emergency Card must accompany any student sent by ambulance; and written documentation indicating the nature of the injury, time of the accident, bleeding, loss of consciousness, dizziness, etc. This can be a medical referral or copy of the accident report.
8. If a student is transported by ambulance and a parent/guardian cannot be reached, school personnel must arrange to meet and stay with the student at the hospital until the parent/guardian arrives.
9. An ill or injured student cannot be sent home or taken home unless a responsible person will be attendance to care for that student at home.

Students who require medical care should be seen by the nurse, if available. When he/she is in the building the nurse assumes responsibility for injured and ill students. The nurse should be kept informed of all injuries which occur in his/her absence and given a copy of the accident report for follow-up.

Regulation approved: 9/12/00