



Capital School District

Board of Education Policy

Section: Student
Title: School Health Responsibilities
Policy #: 700-24
Date Approved: 12/05/12
Date Revised: 10/17/12

Purpose:

To provide information regarding school health responsibilities.

PROCEDURES

The Capital School District Board of Education adopts the following school health responsibilities as pertinent to the actions of all local administrators:

1. They shall supervise all health and safety programs within their school.
2. They shall plan for the efficient use of all school nurses while they are on duty in their school.
3. They shall plan cooperative health programs with the school nurse.
4. They shall make all employees under their supervision aware of all emergency and procedural policies.
5. They shall exclude ill children from school either on their own or in concert with the school nurse.
6. They shall inform all school nurses of any and all communicable diseases within their school.
7. They shall include the student's health records in with his/her other records when he/she transfers.
8. They shall provide the school nurses with complete enrollment of all students by grade.
9. They shall provide a medical emergency card to the school nurses for each child enrolled with a contact person on each card.
10. They shall report all new students to the school nurse as they enroll, and make sure their health records are completed as to the Capital School District policies.
11. They shall report total absences to the school nurse for any day or period so desired, upon his/her request.

FIRST AID – GENERAL PROCEDURES

First Aid Only will be rendered to minor accidents or emergencies that may occur among the school children during their stay in school.

FORMS

All teachers must have each child fill out an Emergency Procedure Card at the beginning of the school year, and must be sure it is on record in the local school office. These cards must be kept in a place that is easily accessible to all professional personnel at all times.

SPECIFIC PROCEDURES

Teachers, by virtue of their positions and assigned duties, assume a degree of responsibility for the welfare and safety of the pupils under their jurisdiction. Teachers are expected to use reasonable care in protecting pupils from injury. Since the relationship between teachers and pupils is unique, teachers are expected to utilize a degree of skill and care above that of ordinary persons in supervising pupils. It would perhaps be more accurate to define negligence on the part of a teacher as failure to act as a reasonably prudent teacher would act in the same or similar circumstances. (Teachers are expected to anticipate possible hazards, or causes of pupil injuries, and to act in preventing possible injuries.)

Teachers should administer routine first aid services to any injured child.

If the child is considered too ill, the teacher is to contact medical assistance from the school nurse, local administrator, and/or medical persons available. Under no circumstance should any child be left unattended after any injury or illness.

Immediately after any first aid is administered, teachers are to send a student, or go themselves, to contact either the school nurse or the local administrator, or both, and discuss their actions in full. When the school nurse or local administrator deems it necessary, injuries should be documented by the teacher and nurse on an incident report form.

Teachers are to provide **NO ASPIRIN** or any other **MEDICATION** for any reason, or at any time.

ADMINISTRATION OF MEDICATION

No medication, or aspirin, will normally be administered by any teacher in the Capital School District. However, exceptions for chronic ailments can be made. For further elaboration on such deviations from the normal policy of the Board of Education, consult the Emergency Procedures which are disseminated to all school principals.