



Middle States
Association



PINEWOOD AMERICAN INTERNATIONAL SCHOOL

Accident Protocol

1. **Stabilize** the student following first aid procedures
2. Send someone to notify the **school nurse** or the **receptionist** that you need assistance. The receptionist will locate the school nurse or another person in the school who can provide immediate assistance. The receptionist will call for an **ambulance** if needed.
3. A **blanket (for shock)** and a **pillow (to prop limb)** - available in the reception area (or in the nurse's office)
4. In the nurse's absence, if the student doesn't need immediate hospital care, and can move- but needs to sit, rest and wait for a parent, **isolate the student to the teacher lounge or in the nurse's office**. The teacher or assistant should stay with the student if necessary.
5. In the nurse's absence, the receptionist will **notify parents/guardians** and the head of school that an accident has happened. It will be up to the parent/guardian whether to come to the school to get the student if an ambulance isn't needed.
6. The receptionist or the head of school will find someone to **watch the teacher's class** until the teacher returns.
7. A teacher must submit the **accident/incident form** in the nurse's absence. The teacher must also communicate directly with a parent or guardian about the incident.

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