

FIRST AID ADMINISTRATIVE PROCEDURE

The building Principal or their designee shall be notified immediately of a nonroutine injury to any student in the school building or on the school premises.

A report of the injury and first aid given shall be made in writing, with a copy sent to the Superintendent and a duplicate copy retained in the school files.

If the student is to be sent home, the Principal or their designee shall first determine if the parent or guardian is at home to receive the student.

If a student needs to leave school as a result of the injury or illness, a school nurse or staff member will contact the parent or guardian to arrange the student's release from school.

In the case of serious injury requiring additional medical intervention, the following procedure shall be followed:

- A. The school nurse shall be immediately notified and will assess the situation
- B. The student's parent or guardian will be promptly contacted and consulted in regards to the additional medical intervention
- C. If no parent guardian is available, the school nurse will assess the situation, continue to attempt contact and render the appropriate level of care, which may include taking the student to the hospital
- D. The parent shall be responsible for any fees in connection with (B) and (C) above.

Legal Reference: 20-A MRSA § 4009

Adopted: December 1, 1977

Revised: October 3, 2002
June 4, 2026

Replaced: Policy EBBB-R - Accident Reports Regulations