

FIRST-AID AND EMERGENCY CARE PROCEDURES/PHYSICIAN PRESCRIBED SERVICES

Student Directory Information

- A. It is imperative that the information on each student's directory information be current at the beginning of each school year and kept on file in each school building office.
- B. The school office will forward to the transportation office a bus form for each student who rides the bus.
- C. The student directory information will include the following information:
 - 1. Name of student and date of birth.
 - 2. Name of parent or guardian.
 - 3. Home address and telephone number.
 - 4. Business telephone or cell numbers of either parents or guardians.
 - 5. Place of employment of either parents or guardian.
 - 6. Name and telephone number of relative or friend to call in case parents cannot be located in the event of a school emergency.

General Directives for Illness or Injury

Any student who is taken ill while at school or injured while on school property during school hours will be given primary attention or emergency care by the school nurse. In the absence of the nurse, the student will be seen by the principal or designee. Such principal determine the need if it is necessary to call the school nurse to be called to administer first-aid. For health care guidance, call the school nurse. In the absence of the nurse, emergency first-aid treatment by be administered by teachers or other school personnel.

Disposition of Minor Illness or Minor Injury

- 1. If the illness or injury is presumed to be of a minor nature, it may be appropriate that the student remain in school for the remainder of the day. If a student requires medical attention, the parent or guardian will be notified immediately by

the nurse, principal or other staff member. All arrangements for medical care will be made by the parents or guardians.

2. In non-emergency cases, if efforts to reach parents, guardians or other designated adults are not successful, the student will be kept in school. The student's condition will be monitored periodically by a designated staff member.

Disposition of Major Illness or Major Injury Cases

1. If, in the judgment of the nurse, principal or other designated staff member, the illness is deemed serious enough to require treatment by a physician or emergency room staff, the student should be transported immediately by parents, guardians or ambulance. If the emergency is critical and life threatening, 911 should be called immediately while another staff member contacts the parents, guardians or emergency contact. If the parents or other emergency contact cannot be located, and the condition of the student continues to be critical or life threatening, the school staff may instruct the ambulance attendants to transport the student to the emergency room.

Transportation

1. Sick or injured students of elementary or middle school age shall not be sent home alone. Students must be picked up by parent or designated adult.
2. Students in high school may possibly be sent home alone after a conscientious effort is made to notify parent/guardian. Judgement will be made by school personnel on an individual basis.

Recording and Reporting Accidents

1. Immediately after giving first-aid to a student after an accident, the principal of the building, the school nurse or the designee will gather information relating to the accident and record such information on the Accident/Injury Report Form.

Bus Accidents

1. In the event of a bus accident, the Transportation Manager will be contacted as soon as possible by the bus driver and the Police Department. The Police Department will advise the school district as to the number of the bus involved, the location of the accident and whether or not the accident involves obvious injury. The Transportation Manager will immediately contact the schools with students involved. If the bus accident is minor in nature and does not involve injury in the opinion of the Police Officer controlling the scene, bus driver, or the ambulance

attendant, the students will be transported (on the original bus or a substitute bus) to their school or residence.

2. If the bus accident involves injuries, all injured students will be transported hospital by ambulance to the appropriate emergency facility.
3. When the uninjured students arrive at their school, the school personnel will immediately contact the parents to advise them of the accident: The school nurse will be available to assess the students as needed
4. School business office personnel will provide the emergency facility with contact information from the student directory. School business office personnel will also call the building to inform them of the names of students taken for emergency medical attention.

Physician Prescribed Services

1. Students may need physician-prescribed services during the school day. It is the parent's responsibility to provide the physician orders and necessary supplies to school personnel for the medical services assigned by the principal, with delegation and supervision by the school nurse.

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