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## Emergency Care for Injury and Sudden Illness in the School Setting

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*Policy Code: 4215*

Injuries and illness are common occurrences in the school-age population. Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities.

Parent(s)/Guardian(s) of every student will be required to provide the following emergency information at each school:

- Parents'/guardians' location and phone number during the school day,
- The name and phone number of the student's physician,
- Name and phone number of a relative or neighbor who may be contacted in an emergency,
- Information concerning a student's particular physical disability or medical condition

This information will be required annually and will be kept on file in an accessible location at each school.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported by ambulance to the nearest hospital emergency room. A school administrator or his/her designee will accompany the student to the hospital and remain with the student until the parent/guardian arrives. Efforts to notify the parent(s) will continue until they are completed.

No student will be taken home or sent home unless a parent, or someone designated by the parent(s) is at home to accept responsibility for the student.

Principals will inform the superintendent's office immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. A report of such injury will be filed in the offices of both the principal and the school nurse. Forms for reporting injuries are available in the main office of all schools. For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases where the staff member in charge deems necessary, the written injury report will be completed and filed as stated above. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report. A copy of the injury report will be given to the school nurse for review and any necessary follow-up.

Parents who object to the procedures contained in this policy are responsible for submitting to the principal a written emergency plan for his/her approval.

School personnel may attend minor injuries as noted in the procedure for Use of Band-Aids in the school setting.

**Adopted:** 06/04/07