

ILLNESS AND INJURY RESPONSE AND PREVENTION  
*(First Aid Guidelines)*

*General Directives for Illness and Injury*

Students or their parents should notify any available staff member of illness or injury. Staff members will promptly address the situation or seek assistance from the nurse or designee. Employees or others who become ill or injured while on District property must report immediately to the nurse's or principal's office for assistance. Employees must also immediately report to their supervisors.

*Minor Student Illnesses or Injuries*

1. If the illness or injury is minor, the school nurse or designee will administer first aid care to the student. Even if it is appropriate to retain the student in school for the remainder of the day, the principal, nurse or other designee will contact the parents/guardians to inform them of the situation. If a parent/guardian cannot be reached, the principal, nurse or other designee will use the alternate contacts provided on the emergency form.
2. If a student requires non-emergency medical attention, the principal, nurse or other designee will notify the parents/guardians, who will be responsible for arranging transportation for the student.

*Serious Student Illnesses or Injuries*

1. If an illness or injury is serious enough to require immediate emergency care, any District employee aware of the situation will immediately notify the nurse and building principal. The principal or designee will contact emergency medical services (EMS). The cost of EMS will be the responsibility of the parent/guardian.
2. The principal, nurse or other designee will contact the parents/guardians or other appropriate parties.
3. The principal, nurse or other designee should be prepared to give rescue officials the individual's emergency information form.
4. The principal, nurse or other designee will ascertain the destination or hospital to which the individual is taken.

*Transportation*

No sick or injured student will be transported to his or her home by another student without parental consent. In addition, no sick or injured student will be knowingly left alone at his or her home without parental consent

When it is in the best interest of the student, the District may refrain from leaving the student alone despite parental consent to do so. In those cases the bus will return the child to school if possible or the child will remain with transportation staff on the bus until the parent or designated adult is present.

Providing for transportation and adult supervision is the responsibility of parents/guardians, except as otherwise provided in this procedure.

#### *Emergency Forms*

The District will regularly request medical information so it is better prepared to accommodate or assist students and employees with known medical needs.

The District will annually request that students and their parents/guardians provide the District with current information on any medical conditions that may impact the student's education or require medical care during the school day or during district activities. In addition, the District will request emergency contact information for the parents/guardians and other persons authorized by the parents/guardians to respond in an emergency. Information will be requested at the beginning of each school year and retained in a location readily accessible to the appropriate District personnel. Medical and contact information will be kept current throughout the school year.

The District will also request that each employee provide information on any medical conditions of which the District needs to be aware to adequately assist the employee in an emergency. The employee will provide medical information for accommodation purposes to the Human Resource department. Employees will be asked to designate persons the District may contact in an emergency.

#### *Medical Emergencies*

1. **Cardiopulmonary Resuscitation (CPR)** - The school nurse may maintain a list of staff members who have submitted certification that they are trained in CPR and provide the list to appropriate personnel.
2. **Automated External Defibrillators (AEDs)** - As the District is equipped with AEDs, the superintendent or designee will provide for training and supervision of personnel on use of the device, ensure that the locations of all AEDs are appropriately advertised and ensure that the equipment is properly maintained and registered in accordance with law.
3. **Pre-Filled Epinephrine Auto Syringes** - The school nurse or another employee trained and supervised by the school nurse may administer pre-filled epinephrine auto syringes, when available, to students in accordance with written protocols provided by the authorized prescriber.
4. **Asthma-Related Rescue Medications** - When available, asthma-related rescue medications may be administered by the school nurse or another employee trained and supervised by the nurse when the nurse or trained employee believes, based on training in recognizing an acute asthma episode, that a student is having a life-threatening asthma episode.

Date Issued by Superintendent: July 16, 2013

  
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John C. Cary