

Emergency Treatment of Students

Every building has designated staff trained in first aid, CPR, and emergency response procedures. In the event of an emergency, the designated staff will be activated by the building administrator(s). Building administrators and designated staff have the affirmative duty to aid any medical emergency or injured student in a reasonably prudent manner. The staff member who exercises his/her judgment and skills in aiding an injured person during the school day or during a school event is protected by the District's liability insurance except when the individual is operating outside the scope of his/her employment or designated duties.

Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The child's parent(s)/legal guardian will be notified as quickly as possible and informed of the situation. If the fire department and/or ambulance are unable to respond to the situation, the building administrator and/or nurse shall be responsible for making the appropriate decision to seek medical attention. In the event the building administrator or nurse is unavailable; a designated staff member will take charge in emergency situations and shall be responsible for the decision.

If the parent(s) cannot be contacted, call the emergency number listed on the child's enrollment card.

For a life-threatening emergency (severe bleeding, head or spinal injury, shock, respiratory distress or cardiac concerns):

1. Call 911.
2. Call parent or guardian.
3. If an injured child is taken to the hospital by school staff, a school staff member trained in first aid and CPR will accompany the child in addition to the driver of the vehicle.
4. A child will not be allowed to walk home if he/she has a high fever, has a serious injury, or other medical emergency.

If the medical condition or injury is not life-threatening, the parent should arrange transportation.

If the injury is deemed to be minor, the trained staff member should:

- A. Administer first aid to the child as necessary (following flip chart in nurse's office or standard first aid procedure).
- B. Notify the building administrator and/or nurse when there is any injury to the head or face, student has a rash, or other medical condition that warrants medical attention. The nurse may be consulted by phone if not in the building. Notify the parent/guardian of the medical condition or injury.

- C. The nurse, and/or building administrator or other designated staff member should make the decision whether an ill or injured child who has received first aid should return to class. If there is any doubt the parent should be consulted.

Direct skin contact with body fluids should be avoided whenever possible. Disposable gloves and other personal protective equipment are available when direct contact with body fluids is anticipated (*e.g.* blood or other bodily fluids, soiled clothing, and cleaning surface spills). In instances where contact is unavoidable, hands and other affected areas should be washed with soap and water immediately.

If a serious injury occurs during a physical education class, an athletic team practice or game, before or after school, or during recess or lunch, emergency procedures shall be conducted in the following manner:

- A. Stop play immediately at first indication of possible injury or medical condition.
- B. Look for abnormal structure, protrusion and movement at the site of an injury.
- C. Listen to the student's description of his/her complaint and how the injury occurred.
- D. Act, but move the student only after serious injury is ruled out.
- E. Obtain medical supervision before moving a student with a suspected internal bleeding, neck or spinal injury. If the fire department and/or an ambulance are unavailable, proceed with caution according to first aid procedures and training.
- F. Notify parent/guardian of injury.

The teacher or coach should avoid moving a student with a medical condition or serious injury involving the head and/or spine, unless it is unsafe to remain in the location.

A student accident report must be completed as soon as possible from information provided by the person at the scene of the accident. The written report should include a description of the circumstances of the medical condition or injury, procedures implemented in providing first aid, parent contact, and outcome. A copy should be sent to the district administration.

For field trips or activities requiring students to leave town, parents must sign an emergency medical release card which will accompany the student.

(Former # RR 3431)

RSD #400

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