

FIRST AID

The building administrator or his/her designee shall be notified immediately of any serious injury to a pupil in the school building or on the school premises.

All head injuries, bitings and injuries sustained by an altercation between students will be documented in writing by the school nurse or staff member responding to the event or taking the report. In the event that a child seeks assistance from a staff member other than the school nurse due to injury, the Emergency Guidelines will be followed per policy JLCE.

All referrals, including self referrals, to the school nurse or to the office will be documented and recorded in Infinite Campus. A report of the injury and first aid given shall be made in writing, with a copy sent to the superintendent and parent and a duplicate copy retained in the school files. All accident/injury reports will be sent to the office within 24 hours.

If the pupil is to be sent home, the building administrator or designee shall first determine if the parent/guardian or other emergency contact person is at home to receive the pupil.

The pupil should not be sent home unless some responsible person in the household is there to receive him/her. In case the pupil is not able to go home unassisted, the building administrator shall require the parent to come for the child or shall provide proper supervision in seeing that the child is escorted safely home.

In case of serious injury requiring immediate medical attention, the following procedure shall be followed:

- A. The school nurse and/or Emergency Medical Services (EMS) shall be called immediately and the family notified.
- B. If EMS determines immediate medical necessity the student will be transported by the ambulance to the nearest medical facility appropriate for the injury determined by EMS and the family notified of the transport by the appropriate school representative.
- C. The parent shall be responsible for any fees in connection with (B) above.

Legal Reference: Title 20-A, MRSA, Sec. 4009

Legal Reference: Title 22. 4023: Short-term emergency services

Reference: Suicide Prevention protocol

Adopted: June 15, 2009

Revised: August 16, 2010