

## PROCEDURES FOR ACCIDENT OR SERIOUS ILLNESS

An "emergency card" for each student will be on file in a readily accessible location in or near the school office. The emergency card is to be filled out by the parent at the beginning of each school year and will contain the following kinds of information: student's name, address, and home phone number; places of employment and phone numbers of each parent; name, address, and phone number of relative or neighbor who could be contacted if parents could not be located; name, address, and phone number of physician to be called in case of emergency; and notation about any illness or disability about which teachers ought to be aware, such as diabetes, heart disease, or epilepsy.

First aid (if it is necessary) should be administered by the most experienced school adult immediately available: school physician, school nurse, teacher or administrator trained in first-aid, or, if none of these persons is available, other responsible school personnel. The administration of first aid to any student must be recorded in the "First Aid Log." Accident report forms must be filled out for every accident.

In case of possibly serious back or head injury or broken bone, the student must not be moved except under the direction of the school nurse or a physician. The student should be kept lying down and kept as warm and comfortable as possible.

If a student becomes ill or has an accident in school, one of the parents should be contacted immediately. If the situation is of a serious nature, the parent should be advised to call the family physician. (If neither parent can be contacted, school personnel may contact the family physician directly or arrange for town ambulance services based on a decision of the school nurse and school Principal.)

Except where a delay would have serious consequences, arranging transportation home or to the emergency room of the hospital is the responsibility of the parent. A student who is ill or injured shall not be allowed to walk home; nor is a student allowed to be taken home if there is no one there to take care of him/her. An adult calling at the school to pick up an ill or injured child must be positively identified by school personnel.

Personnel designated to administer medications shall be provided with the name and locations of school personnel who have documented certification in CPR. CPR training will be provided as needed by the School Committee. Principals should make every effort to have a minimum of two school staff members in each school with documented certification throughout the year.

SOURCE: Dighton-Rehoboth

## STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

**Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;**

**Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;**

**Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;**

**Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.**

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid