

RECOMMENDED ACTION IN THE EVENT OF STUDENT/EMPLOYEE INJURY

In the event of a student injury at school, the following policy should be adhered to, to provide the most medically safe attention for the child and to insure that the school personnel are protecting themselves from possible liability.

If the injury is of a minor nature:

1. The student should report the injury to the teacher or other school personnel in the immediate vicinity.
2. The school personnel should ascertain the extent of the injury and dispense the proper medical attention as necessary.

If the injury is of an incapacitating or potentially incapacitating nature:

1. Do not move the student/employee. Summon the building administrator or his designee and send someone to alert the school nurse.
2. Stay with the student to insure that the situation and conditions will accurately reflect the accident scene.
3. When assistance arrives, maintain order and control of other students while the injured party is being attended.
4. After the situation is resolved, it is the teachers' responsibility to complete an accident report form as completely as possible. Detail is very important. When complete, be sure that the form is given to the building administrator. Copies will be filed with the superintendent and school nurse.
5. The building administrator will contact the parents to inform them of the accident.

If it is necessary to take the child to the hospital or clinic:

Follow the aforementioned steps and contact the parents to determine what action they would like taken.

If parents cannot be contacted, the building administrator will act *in loco parentis* (in the place of the parents) and make a decision on further medical treatment.

Before a student is taken to the hospital or clinic, a copy of all medical records held by the school should be obtained and should accompany the student. Particular attention should

be paid to allergic reactions or other health related concerns that may be detailed in the student health records.

When arriving at the hospital or clinic, be sure that the students' medical records is given to the attending physician.

Each building principal should have from the school nurse, a list of special health related concerns for the students in the building.

Coaches should have the physicals of all players at every game, especially away contests, in the event of an emergency.