

**FIRST AID PROCEDURES
(AND EMERGENCY CARE)**

PROCEDURES TO FOLLOW IN CASE OF ACCIDENTS OR ILLNESSES:

NOTE: Any accident, which requires the attention of a physician, is to be considered a major accident.

- I. **In case of a minor accident to a pupil**, the procedure to be observed is as follows:
 - a. If the nurse is in the school, the pupil should be sent to her/him.
 - b. If the nurse is not available, first aid should be given and a record made for the nurse of the pupil's name, grade, and address.
 - c. Report accident on School Accident Claim form if the injured is covered by school insurance.

- II. **In case of a major accident to a pupil**, the procedure to be followed is:
 - a. If the nurse is in the school, she/he should be called to take charge until the parent/guardian can be called and allowed to determine what is to be done.
 - b. If the nurse is not readily available, the teacher in charge of the class or activity is responsible.
 - c. Such first aid as may be indicated should be administered by a staff member who has had first aid training.
 - d. If the parent/guardian cannot be reached, the nearest physician or the nearest hospital should be notified of the emergency and the recommendations followed.
 - e. If the parent/guardian cannot be reached and the hospital assumes charge of the case, the parent/guardian should be notified of this fact at the earliest possible moment.
 - f. The nurse, or the Principal, or a member of the Principal's staff who is in charge of the activity, shall accompany the pupil to the hospital unless the Principal directs otherwise. (Transportation provided by local ambulance/rescue squad.)
 - g. The accident should be reported by phone by some employee to the Superintendent of Schools' office and a written report provided either on the claim form, if the injured is insured, or, if not insured, on the regular accident report form furnished by the SAU office.

- III. **Sending pupils home**
 - a. Sick or injured pupils who are permitted to go home must always be accompanied by the parent/guardian or the parent/guardian's representative.
 - b. The school nurse or designee shall perform all first aid and emergency care. In the event that the school nurse is not available, the chain of responsibility for administration of first aid shall be as follows:

Secretary
Principal/Administrator
Staff Member

If the injury is minor, one of the designated staff members may administer first aid.

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