

## **ACCIDENTS/INCIDENTS/FIRST AID**

At each school, procedures shall be developed for the proper handling of accidents, incidents, or emergency illness and these procedures made known to the staff.

These procedures shall incorporate the following:

1. The principal or his/her designee shall be responsible for administering first-aid.
2. No medication is to be administered unless written authorization to do so is on file at the school.
3. In all cases where the nature of an illness or injury appears serious, the parent should be notified immediately.
4. No student who is ill or injured should be sent home alone.
5. In extreme emergencies, the principal may make arrangements for immediate medical attention, contacting the parent or guardian in advance if at all possible.
6. The teacher or other staff member to whom a student is responsible at the time of an accident, shall make out a report on an official form providing details about the accident or incident. This is required for every accident or incident for which first-aid is given.
7. Serious accidents or incidents to students shall be reported to the Superintendent as soon as possible.

Current practice codified 1975

Adopted: Date of manual adoption

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