

## EBBA-5R

### EMERGENCY CARE

1. In case of minor accident to a student the procedure to be observed is as follows:
  - a. If the nurse is in the school, the student should be sent to her.
  - b. If the nurse is not available, first aid should be given and a record made for the nurse of the student's name, grade, the presenting problem, time and any first aid given.
  - c. If the injury is minor, one of the designated staff members may administer first aid in accordance with the recommended guidelines.
  - d. Complete an Accident Report, if necessary. If a report is filed, the parent is to be notified.
  
2. In case of a major accident or illness to a student the procedure to be followed is:
  - a. If the nurse is in the school, she should 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 been designated to do so.
  - d. If the parent cannot be reached, the school nurse assumes responsibility. If medical care is required, the student may be taken to an emergency room.
  - e. If the parent cannot be reached and the hospital assumes charge of the case, the parent should be notified of this fact at the earliest possible moment.
  - f. The nurse, principal, or a member of the school's staff who is in charge of the activity shall accompany the student to the hospital unless the principal directs otherwise.
  - g. The accident should be reported by phone to the Superintendent's Office and a written report provided on the regular accident form.
  
3. Sending students home
  - a. Sick or injured students who are permitted to go home must always be accompanied by the parent, the school nurse, or a teacher. A student should not be left at home without a responsible adult or with parental approved supervision. As used in this policy **parent(s)** will be defined as: parent, guardian or parent's representative.
  
  - b. The school nurse or designated school staff shall perform all first aid and emergency care, if needed prior to releasing the student, in accordance with school policies and procedures.

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