

FIRST AID ADMINISTRATIVE PROCEDURE

The building Principal (or in the absence of the Principal, the school nurse if on site or the Principal’s designee) shall be notified immediately of an injury to any student in the school building or on the school premises.

1. If it is determined that the student needs to be sent home, the following process shall be followed:
 - A. The primary individual listed on the completed and signed emergency form will be contracted to pick up the student at the school;
 - B. If the primary individual cannot be contacted, the secondary individual on the emergency form will be contacted to pick up the student at the school;
 - C. The student shall only be released to a third party if the primary (or if unavailable, the secondary) emergency contact verbally identifies the third party as being authorized to pick up the student and the third party signs out the student following the sign-out log process.
2. If the Principal (or in the absence of the Principal, a school nurse who is on-site or Principal’s designee) determines that the injury requires the immediate attention of a physician, the following process shall be followed:
 - A. Determine if a call to 911 should be made, and if so, make the 911 call; or
 - B. Determine if the injury requires the attention of a physician but does not rise to the level of a 911 call.

After this determination is made:

- C. Contact the primary individual listed on the completed and signed emergency form that the injury to the student occurred and that if requires the immediate attention of a physician or the school has called 911.
 - D. If the primary individual listed on the completed and signed emergency form cannot be contacted, the secondary individual shall be contacted and notified that the injury to the student occurred and that it requires the immediate attention of a physician or the school has called 911.
3. The parent or guardian shall be responsible for any transportation, medical or other fees associated with carrying out this policy.

Legal Reference: 20-A MRSA § 4009

First Reading: 4/7/17; Revision First Reading

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