

FIRST AID

The Cape Elizabeth School Department has a grave responsibility in the proper care of any student who may become injured or ill while at school or under the direct responsibility of the school.

At least one staff person qualified in first aid shall be designated for each school to administer first aid. First aid in-service training will be provided annually for all interested staff. New staff will be oriented in first aid policies and procedures upon employment.

A copy of the Cape Elizabeth Health Procedure and Resource manual for Faculty and Staff will be available for all staff with copies to be kept in each building office, principal's office, and health office.

Latex gloves and band aids will be available in each classroom, with complete first aid supplies in each building health office. All first aid supplies will be restocked periodically by a designated person (i.e., school nurse).

If a pupil is sent home due to illness, the school nurse or designee shall first determine if a responsible adult is at home to receive the pupil. The parent or other responsible adult will call for the child or shall provide proper supervision in seeing that the child is escorted safely home. In the case of a high school student who may have transportation of their own at school, the call to the parent/guardian will include permission for the student to drive themselves home.

In the event of an injury requiring the attention of a physician, the following procedure shall be followed. Determination shall be made by the school nurse, principal, or designee as to the severity of the emergency.

- If life threatening or dangerous and needing medical attention, rescue will be called and then parents/ guardians notified as soon as possible.
- If it requires medical attention parents/guardians will be called.

Students will be transported via Cape Elizabeth Rescue under the following circumstances:

- Head Trauma with Loss of Consciousness
- Neck/Back Injury
- Difficulty Breathing
- Multiple Broken Bones
- Shock
- Severe External Bleeding
- Blunt Trauma to Abdomen, Back or Chest
- Any Other Extreme Circumstance Deemed Necessary by the School Administration.

The parent shall be responsible for any fees incurred in connection with rescue transport.

An accident injury report will be completed and copies sent to appropriate persons when an injury requires further medical treatment or there is a possibility of school liability.

Approved: April 11, 1995

Recoded: June 1998