POLICY ON NOTIFICATION OF AN INJURY AND FIRST AID

First aid may be administered by the school nurse, teachers, or any other responsible person. First aid shall be administered following the recommendations of the Department of Human Services Guidelines

The building principal or his/her designee shall be notified immediately of any injury in the school building or on the school premises, and an accident report completed. This applies to injuries suffered by students, employees, and school visitors. (The term "visitors" covers all persons who are on school property, whether or not for a proper reason.)

A report of the injury and first aid given to minors shall be made to the parents/guardians by telephone or in writing. Documentation of treatment will be recorded by the school nurse or secretary. A duplicate copy of an accident report shall be retained in the school files.

In the event the student has to go home, the principal shall require the parent to pick up the student or assume responsibility for seeing that the student is escorted home safely.

In Case of serious injury requiring immediate medical attention, the following process shall be followed:

1. The school nurse shall be called immediately.

2. The student will then be transported to the hospital or to the family physician's office as directed by the parents/guardians.

3. The parent shall be responsible for any fees in connection with above.

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SANFORD SCHOOL DEPARTMENT