

FIRST AID ADMINISTRATIVE PROCEDURE

The Building Principal or their designee shall be notified immediately of an injury to any pupil in the school building or on the school premises.

A report of the injury and first aid given shall be made in writing, with a copy retained in the school files.

If the pupil is to be sent home, the Principal/designee shall first determine if the parent or guardian is at home to receive the pupil.

The pupil should not be sent home unless some responsible person in the household is there to receive them. In case the pupil is not able to go home unassisted, the Principal shall require the parent to call for the child or shall provide proper supervision in seeing that the child is escorted safely home.

In the case of serious injury requiring the immediate attention of a physician, the following procedure shall be followed:

- A. The school nurse and school physician shall be called immediately and the family notified.
- B. If the school physician is not available, the family shall be contacted and the pupil sent to the family physician on the instruction of the parent.
- C. If the family physician is not available, any other physician shall be called, or the pupil shall be taken to the nearest hospital.
- D. The parent shall be responsible for any fees in connection with (B) and (C) above.

Legal Reference: 20-A MRSA § 4009

Adopted: January 8, 2009

Revised: May 5, 2016; January 5, 2023