

CODE: _____ EBB

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POLICY NAME: ACCIDENT PREVENTION AND PROCEDURES

- I. Accidents to pupils on the school grounds, or in the buildings, shall be reported to the principal. Only first aid treatment is to be given, and the family is to be notified. The school assumes no financial responsibility for treatment. A written report to the central office shall be made on all accidents requiring medical care. Pupils who are injured, or become ill at school, preferably are to be taken home. In emergency a local physician is to be consulted by the principal to determine what should be done for the injured or ill student.
- II. Procedures to follow in case of accident:
 - A. If nature of accident is serious:
 1. Call ambulance
 2. Call parents.
 3. Summon school nurse.
 4. School staff member stay with student, until parents arrive. Then staff member will fill out complete accident report to be filed.
 - B. In case of seizure cases:
 1. Keep student from going into state of shock.
 2. Call school nurse.
 3. Call parents.
 4. Use good judgment in handling situation. (Use caution, if student tries to claw, swallow tongue, et cetera.)
 - C. If nature of accident is minor (small scratch, cut, etc.):
 1. Apply first aid.
 2. Call nurse.
 3. Fill out report.

Always be aware of the safety of the student. No matter how minor the case may seem to you, do not place yourself in a position where danger to the student might result in permanent injury. Call for professional help.