

Title:

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
Policy #	SJS5504
Supersedes	None
File Location	
Board approval date	06/11/2006

Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	

1. Policy to define

1.1. Objective:

The objective of this policy is to establish procedures for dealing with student illnesses or emergencies that may occur while students are in the care of school.

1.2. Purpose

The Executive Director, teachers, and other employees are responsible in loco parentis for the health and safety of the students. Proper procedures should be followed whenever a student is ill or injured before school, during school, or after school on school property. Proper supervision and precautions should be taken for the safety of all students in all school sponsored activities, both on and off school property.

1.3. Procedure

1.3.1 Student Illness

A student who appears to be experiencing health problems may be referred to the office at the discretion of the supervisor and appropriate notification will be made to the Executive Director or designee. The responsible party will review the emergency medical file to review for relevant information regarding the student's condition. If the health problem is of a minor nature as determined by the certified first aid responder, the appropriate care shall be given and the student allowed to return to class. If the problem appears to be more serious, the school personnel will:

- a. Attempt to contact parent or guardian of the student, and if successful, inform them of the illness or injury.
- b. Request the parent or guardian to come to school to pick up the student or assist them in deciding on a recommended course of action.
- c. Supervise the student as long as the student is experiencing any health problems or until the student is in the care of parent or guardian.
- d. Log the information if the student leaves school.

1.3.2 Emergency Care

At least two staff members at the school should meet American Red Cross standards for administering first aid. Information that may be useful in an emergency situation shall be noted on each student's Health Card. Forms should be updated each year. A

list of students who may have emergency health needs such as allergies to insect stings, asthma, diabetes, epilepsy, etc., shall be maintained in a secure location in the main office. The following emergency procedures shall be followed:

a. Staff member's responsibility for Emergency Care (first staff member to scene):

- 1) Contact Executive Director or staff member in charge immediately.
- 2) Calm students/clear area.
- 3) Monitor injured/sick student until first responder arrives.

b. Office personnel's responsibility:

- 1) Contact first responder
- 2) Contact parent/guardian if necessary

c. In the event of an illness or injury that the Executive Director and/or his/her designee(s) - school first responder(s) - determine is of a serious nature, designee shall contact the parent or guardian and arrange for immediate transportation of the student to a doctor or hospital.

d. Parents will be contacted immediately. If there is sufficient evidence to believe that the student is in a life-threatening condition or a condition that appears to require immediate medical attention, it becomes the responsibility of the Executive Director and/or his/her designee(s) to see that the student receives immediate medical assistance (call 911).

e. Every effort will be made to contact the parents or guardian. If unsuccessful, school staff will contact the alternate designated by the parent on the Student Information Data form.

f. If the student is sent for emergency treatment, a school employee shall accompany and remain with him/her until parent/guardian arrives.

g. The Executive Director should have emergency protocols and emergency numbers provided by parents/guardians for those students with major medical problems. This should be included on Student Information Data form.

h. Whenever a student is injured, a written report should be promptly made and filed, including name and address of the injured party, the activity in which the injury

occurred, the date, hour, and place of the injury, the name of the person in charge, the cause and extent of the injury, and the first aid rendered Accident/Injury Report form. The completed incident report will be mailed to parents.

i. Parents shall be informed about injuries their children receive at school as soon as possible. Follow-up care may be needed for some situations.

j. For students with medical problems, emergency protocols shall be developed and recorded on the students' health cards. Teachers responsible for care of these students and first responders shall have access to this information.

k. Field trips and other off campus activities shall provide for the health and safety of students with preparation for emergency care including: a travel first aid kit; a plan of action; emergency telephone numbers; and individual care plans for students with special medical conditions.

STATUTORY AUTHORITY: