

Policy of the Lancaster Board of Education
Students

ACCIDENT INJURY PROCEDURES

**STUDENT HEALTH SERVICES
&
EMERGENCY NURSING SERVICES**

1. **ADMINISTERING FIRST AID FOR ACCIDENTAL INJURY AND ILLNESS "FIRST AID"** means immediate aid and nothing more. First Aid may be rendered by any person who may be at the scene of the accident until the designated persons arrival. Life threatening injuries include cardiac arrest, respiratory arrest and head, neck and spinal injuries.

SERIOUS INJURY OR ILLNESS

Assess the illness or injury and administer first aid according to Red Cross approved procedures to:

- Restore and maintain open airway
- Restore and maintain breathing
- Promote adequate circulation
- Stop severe bleeding
- Treat for shock
- Immobilize head, neck and/or spine until ambulance arrives

Keep calm

- Never give liquids to an unconscious victim
- Never move victim unless absolutely necessary
- Determine the seriousness of the illness or injury
- Look for emergency medical identification such as a bracelet or card
- Check his/her school emergency record

Direct another person to notify the Principal.

- Never leave the seriously ill or injured child unattended.
- It is the responsibility of the Principal to decide if emergency medical help is required.
- It is the principal who directs other staff members to get emergency help unless life threatening circumstances prevail.

Contact the parents as soon as possible.

-If parents cannot be reached, follow the instructions on the emergency information card.

Call the physician indicated on the emergency card or an alternate if he or she is not available.

The school administration will arrange transportation for the injured or ill student to the medical facility of the physician's choice. Whenever possible, the parent should supply the transportation. In extreme emergency, the school Principal may transport the student or call an ambulance or rescue squad.

A responsible adult will remain with the student until the parent or guardian assumes responsibility. A school employee shall accompany the child to the medical facility if the parents cannot be reached.

Never send a child to a medical facility unattended.

2. MINOR INJURY OR ILLNESS

General principles which operate in all minor emergency situations are those that do not require the attention of a physician (i.e. abrasions, bruises, slivers, etc.)

Assess the illness or injury and administer first aid according to Red Cross approved procedures.
Personnel staffing the health rooms:

Will not prescribe or administer any medication. This includes aspirin or aspirin type products, throat lozenges, and topical products such as First Aid Cream, alcohol, calamine lotion, etc.

Will not make diagnosis or prescribe treatment.

Will not give probing care to eyes or ears.

Will not open and treat abscesses.

Will not transport sick or injured children.

If health permits, the child will return to the classroom.

Notify the parents of all injuries that require first aid and for which further attention may be necessary, as soon as possible. Parents may be notified via phone or written note.

An accident report form shall be completed for injuries requiring further medical attention.

3. PROCEDURE FOR EXCLUDING STUDENTS FROM SCHOOL BECAUSE OF ILLNESS OR INJURY

If a student is unable to return to class because of illness or injury, the following procedure will be followed:

Parents will be called to provide transportation

If parents are not available, an alternate number listed on the emergency card will be called.

No student will be released to walk home unaided without authorization by both Principal and parent.

If all attempts to reach parents fail, the child will remain in school in the health room facility and continued attempts will be made to contact the parents.

Revised: October 11, 1995