

## **EMERGENCY CARE AND FIRST AID**

The building administrator, or designee, will establish a procedure for the immediate care of ill or injured persons within his/her building. The school nurse, or designee, will administer emergency aid, if necessary. First aid or emergency treatment may be administered by a staff member. In an emergency, staff members will use their best judgment on the action(s) to be employed to remedy the emergency situation.

Every effort will be made to contact the parent or guardian regarding the emergency. Each student will have, on file, a current emergency treatment card, signed by the parent(s) or guardian(s), designating responsible persons to act on the student's behalf.

All employees are expected to know where the first aid supplies are kept. Prior to the first day of school, the building administrator and/or designee will ensure that all first aid kits:

1. are fully stocked, including a body fluid kit;
2. have no expired contents;
3. are located in designated areas.

First aid supplies will be replenished as necessary by the school nurse, or designee.

These first aid and emergency care procedures will be reviewed with the staff by the building administrator and/or designee at the start of the school year. Emergency phone numbers, including fire, police, rescue squad (911), and poison control center shall be posted prominently in the school office and areas as designated by the building administrator.

Each school and school vehicle (bus) will be equipped with an appropriate first aid kit. On all field trips, first aid supplies, and a cell phone, will be available. It is the building administrator's responsibility to ensure that a cell phone is available and in good working order for each bus trip.

Students who are too ill to remain in class should report to the nurse, or nurse's designee. The nurse, or designee, will decide whether the student will remain in school, be sent home, or be referred for emergency medical treatment. No student will be released until the parent/guardian, or their authorized designee has been contacted. The building administrator, or designee, shall keep a log of students receiving first aid and emergency care.



The building administrator must be notified immediately of all injuries or serious illness. If an injury occurs, a detailed injury report will be completed in accordance with school board policy. All costs resulting from the accident/injury are the responsibility of the student's parent(s)/guardian(s).

**Legal References:**

RSA 200:40, *Health and Sanitation: Emergency Care*

NH Code of Administrative Rules, Section Ed. 306.12, *School Health Services*

Policy EBBB, *Student Injury Reporting*

Policy JLC, *Student Health Services and Administering Medicines to Students*

Adopted 2006

Reviewed March 2014

