

FIRST AID

1. The principal, or in the absence of the principal a designee in the school, shall be responsible for appropriate action being taken in an emergency.
 - a. The principal shall name a person to act in their absence.
 - b. The principal shall inform all staff members of the designee's appointment.
2. Where immediate medical attention or preventative immobilization seems advisable, the first priority shall be to provide emergency medical assistance.
 - a. The person responsible shall immediately inform the principal or designee that any injury has occurred. After such notification, the principal or designee shall be responsible until the student comes under direct supervision of the parent, physician or ambulance.
 - b. Using common sense and prudent judgment, the principal or designee shall immediately evaluate the extent of the injury. The student's emergency card should be pulled to identify pertinent medical information.
 - c. The principal or designee shall decide immediately who must be notified - parent, physician, nurse, and ambulance. Where there is doubt about the extent of injury or delay in the contacting or arrival of the parent, physician or nurse, the ambulance should be called immediately.
 - d. If the ambulance is called first, the principal or designee should notify the parent or emergency contact person noted on the student's emergency card.
 - e. The nurse may conduct the examination of the student, secure emergency medical assistance and notify parents. The principal or designee should take appropriate actions if the nurse is not immediately available.
3. Each school shall have at least one current emergency telephone number to contact a parent or responsible party. It is the responsibility of the nurse and nurse's aide to obtain emergency telephone numbers and the name of the student's physician.
4. At least one person in each school trained in emergency first aid shall be available during the school day. It shall be the responsibility of the principal to insure that trained people are available.

Approved April 6, 1988