

JLCE - FIRST AID AND EMERGENCY MEDICAL CARE (STUDENT ACCIDENTS AND ACCIDENT REPORTS)

School personnel have responsibilities in connection with accidents occurring in school and at school-sponsored events which may be classified as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notifying administration
4. Notifying parents
5. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All Teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of Students so that they may be prepared to meet any emergency which may arise.

The Superintendent will ensure that at least one other person on staff, aside from the School Nurse, has current first aid and cardiopulmonary certification (CPR). If the School Nurse is not available, the person who has current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each child.

The School Nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims. The school nurse has the authority to administer oxygen in the case of a medical emergency without prior notification of a parent/guardian.

Additionally, the School Nurse or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

Regardless of the seriousness of the accident, the teacher in charge must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

The policy on accidents and accident reporting is to be reviewed prior to the start of the school year by the School Principals with their staff.

An Accident Log is to be maintained daily at each school, in which is recorded all accidents.

All accidents judged to be other than minor require that an accident report be filled out.

If the accident involves the services of a physician, emergency medical technician, and/or hospital personnel and/or is likely to result in an insurance claim, two accident reports are to be prepared. One copy is to be filed at the school office, and one copy to the SAU Office. If the incident is not as previously described, it will be sufficient to prepare one copy to be filed at the school.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 200:40 (Emergency Care)

RSA 200:40-a (Administration of Oxygen by School Nurse)

NH Administrative Rules ED 306.12(b) (School Health Services)

Handbook (Referenced in Handbooks)

APPROVED: September 22, 2005

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