

## **EBBC-R – PROCEDURES TO FOLLOW IN CASE OF ACCIDENTS OR ILLNESSES**

NOTE: Any accident which requires the attention of a Physician is to be considered a major accident.

**In case of a minor accident to a pupil,** the procedure to be observed is as follows:

1. The pupil should be sent to the school health office.
2. If the nurse/nursing assistant is not available, the School Building Principal shall make arrangements for health office coverage.
3. At all times first aid should be given and a record made of the pupil's name, grade and address.

**In case of a major accident to a pupil,** the procedure to be followed is:

1. If the nurse is in the school, the nurse should be called to take charge until the parent can be called and allowed to determine what is to be done.
2. If the nurse is not readily available, the nursing assistant should be called as per #1.
3. If the nurse/nursing assistant is not available, the School Building Principal shall make arrangements for health office coverage.
4. At all times first aid should be administered by a staff member who has had first aid training, or by town staff with paramedic training.
5. If the parent cannot be reached, the pupil's physician should be called and his/her recommendations are to be followed. If the pupil's physician cannot be reached, the nearest hospital or physician should be notified of the emergency and the recommendations followed.
6. If the parent cannot be reached and the hospital assumes charge of the case, the parent should be notified of this fact at the earliest possible moment.
7. The nurse, or the Principal, or a member of the Principal's staff, shall accompany the pupil to the hospital unless the Principal directs otherwise.
8. The accident should be reported by phone to the Superintendent's Office and a written report provided either on the school's accident report form.

**In case of illness,** the procedure to be followed is:

1. Sick or injured pupils who are permitted to go home must always be accompanied by the School Nurse, a teacher, the parent, or the parent's representative.
2. The School Nurse shall perform all first aid and emergency care in accordance with the physician's and/or hospital's instructions. In the event that the School Nurse is not available, the chain of responsibility for administration of first aid shall be as follows:
  - School Nursing Assistant
  - Substitute School Nurse
  - Another School Nurse/School Nursing Assistant
  - Principal/Administrator
3. If the injury is minor, a designated staff member may administer first aid in accordance with the posted first aid and emergency care procedures.

**The School Nurse shall post first aid and emergency care procedures in the school health office.**

Statutory/Regulatory/Policy/Handbook Cross References

RSA 200:40 (Emergency Care)

NH Code of Administrative Rules, Section Ed. 306.12 (b) (1) (School Health Services)  
Handbook (Referenced in Personnel Handbooks)

APPROVED: June 14, 2007

PREVIOUS POLICY: September 25, 2000 "First Aid and Emergency Care"