

When a student injury or illness occurs on school premises or at a school-sponsored activity, the following procedures will be implemented:

STUDENT ILLNESS

1. Staff will provide **immediate** first aid;
2. If possible, staff will isolate the student; and
3. Staff will notify parents/guardians to pick up the student.

MINOR INJURY

1. Staff will provide **immediate** first aid; and
2. Staff will thoroughly complete an accident report.

POSSIBLE MEDICAL ATTENTION NEEDED

1. Staff will provide **immediate** first aid;
2. Staff will contact parents/guardians immediately;
3. Staff will keep the student under constant supervision; and
4. Staff will thoroughly complete an accident report.

SERIOUS INJURY

1. Staff will contact emergency services and provide immediate first aid;
2. Staff will contact parents/guardians immediately;
3. Staff will contact the District Office immediately on all serious injuries. District Office personnel will immediately contact the District's insurance company.
4. Staff will keep the student under constant supervision; and
5. Staff will thoroughly complete an accident report.

COMPLETING ACCIDENT REPORT

1. Staff will complete **all** applicable sections of the accident report within 24 hours;
2. Staff will be specific on all facts;
3. Staff will describe any complaints of the injured party;
4. Staff will obtain names, addresses, and phone numbers of all witnesses;
5. Staff will **not** discard anything that may have caused injury; and
6. Staff will send the original Accident Report to the District Office.

ELIMINATE RECURRING INJURIES

1. Staff will determine corrective measures to eliminate further injuries; and
2. Staff will initiate corrective actions to prevent similar incidents from recurring;

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	08/20/1975
Reviewed:	12/04/2008