

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**453.1 – Rule (2)**

**PROCEDURES FOR HANDLING STUDENT ILLNESSES OR INJURIES**

**A. General Procedures**

When an injury or illness occurs, the following procedures shall be adhered to:

1. The injured or ill student should be reported to the school personnel in charge of the immediate situation.
2. The school personnel in charge should examine the injury or illness and determine the nature, location and seriousness of the illness or injury, including the following:
  - The advisability of moving the student to the health room should be determined. Such a decision should be based on the apparent type of injury or illness and conditions at the scene of the accident or incident. If there is any suspicion of fracture or spine injury, the injured student should not be moved.
  - If school personnel determine the illness or injury is life-threatening and/or requires immediate medical attention, an emergency rescue squad shall be called to the scene.
3. The person in charge shall request someone to summon the principal or designee to the health room or to the scene or the accident/incident.
4. First aid is defined as the immediate, temporary and necessary care given in case of an emergency. First aid should be used within the limits of the person's knowledge of the recommended procedures, and should be limited to procedures needed to:
  - Restore/maintain open airway
  - Restore/maintain breathing
  - Promote adequate circulation
  - Stop bleeding
  - Prevent/treat shock
5. First aid procedures will be posted and first aid supplies will be available in the health room/area and the principal's office in each school.
6. Standard precautions shall be followed to prevent direct contact with blood or other bodily fluids in accordance with Board communicable disease control policies and procedures.
7. No internal or external medication should be given unless specifically prescribed.
8. The building principal or designee shall attempt to notify the student's parent/guardian and, except when a rescue squad has already been summoned, the parent/guardian will decide if the student should be taken to the physician or hospital emergency room.
9. If the parent/guardian cannot be reached, the principal or designee shall refer to the student's emergency information form on file at the school and attempt to contract an emergency contact person and/or the primary health care provider.
10. The student shall not be left alone until one of the following occurs:
  - care is transferred to rescue personnel and/or a medical provider/facility.
  - care is transferred to a parent/guardian.
  - arrangements are made for the student to return to class or school activity.
  - arrangements are made for the student to be sent home.

## **B. Procedures for Sending Students Home from School**

1. Designated school personnel will contact the student's parent/guardian to determine whether the student needs to be sent home. If it is determined the student is to be sent home, arrangements will be made for the student to leave the school premises.
2. If the parent/guardian is unavailable, the emergency contact person will be notified.
3. If all contact attempts fail, the student is to remain in school, segregated from other students if necessary, and continued attempts will be made to reach the parent/guardian or emergency contact person.
4. Once contacted, the parent/guardian or emergency contact person shall make arrangements to have the student leave the school premises. If no transportation is available, but a responsible person is at the home, the principal or designee may transport the student home.
5. A student shall only be released from school with the principal's or designee's permission.

## **C. Procedures for Student Returning to School from Absence Due to Illness or Injury**

1. As required by the District's student attendance procedures, parents/guardians are expected to provide a written explanation of absences at the time the student returns to school.
2. A copy of excuses for absences that are a result of accidents, communicable diseases, problems with chronic illnesses or hospitalizations should be copied for the district nurse.

## **D. Procedures for Documenting Student Injuries or Illnesses**

1. The person in charge of the immediate situation involving the injury or illness is responsible for completing the appropriate documentation.
2. A written accident report shall be completed for accidents/incidents that:
  - occur on school premises or at any school-sponsored activity;
  - require a student or employee to be out of class;
  - result in absenteeism from school;
  - necessitate the services of a physician;
  - require first aid; and/or
  - present a potential cause for liability at a later date
3. The accident report should be submitted to the building principal.
4. The "First Aid/Procedure Log" shall be used to document first aid administered and information regarding illnesses. This form shall also be submitted to the building principal.

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