



**SECTION: STUDENTS**

**POLICY: 249**

**TITLE: FIRST AID AND  
EMERGENCY CARE**

**ORIGINAL:** November 14, 1988

**CURRENT REVISION:**

**LAST REVIEWED BY THE**

**ADMINISTRATION:** March 23, 2021

## **ADMINISTRATIVE GUIDELINES**

- A. All members of the school staff and students should be alert to hazards, environmental conditions, and patterns of behavior, which promote accidents, and should develop strategies for prevention. Prevention should be part of the student's education and part of health counseling.
- B. Procedures designed to cover illness or injuries that occur while a student is under the supervision of school personnel are necessary for the physical welfare of the student. The administrator, school physician, and school nurse develop these procedures.
- C. In the event of illness or accident of a child under school supervision, certain information is necessary in order to carry out emergency procedures. This information is obtained from the parent on a specially prepared emergency information card, and filed alphabetically in the nurse's office, where it is readily accessible to all school personnel.
- D. An accident report is completed by the school nurse for all accidents occurring in the school buildings, on the school grounds, en route to and from school, and while participating in school sponsored events at another school.
- E. The school personnel of the Wissahickon School District shall follow the following procedures.
- F. In the event of an accident, the nurse shall determine the extent and cause of the injury while rendering immediate care. Injuries and conditions are classified into the following categories:
  - a. **Serious Injuries or Emergencies Requiring Immediate Medical Attention**
    - i. Serious injuries or emergencies are those situations that call for immediate action. Emergencies may be classified as life threatening or potentially life threatening.
      - 1. The family physician or nearest physician contacted.
      - 2. The parent(s) is/are immediately notified and aided in arranging for the transportation of the student to doctor, hospital, or home.
      - 3. A school accident report is completed if appropriate.
      - 4. The injury or emergency is recorded in the nurse's daily log.
      - 5. In case of serious injury or life threatening emergency, the student will be transported to the nearest hospital or doctor and treated.
  - b. **Injuries or Conditions Not Requiring Immediate Medical Attention**
    - i. This category includes those conditions which usually do not require the immediate attention (i.e., within a few hours) of the physician and usually do not proceed to emergencies.
      - 1. The parent(s) of the student is/are contacted and informed of the apparent extent of the injury or condition.

2. Medical care is suggested and arrangements are made for transportation of the student to the physician or home.
  3. A school accident report is completed if appropriate.
  4. The injury or problem is recorded in the nurse's daily log.
- c. Minor Problems
- i. Minor problems are those conditions that usually do not require the attention of the physician/nurse and can, with the use of approved first aid procedures, be cared for by any member of the school staff and/or by the student under supervision.
    1. First aid is administered if needed.
    2. The injury or other problem is recorded in the daily log.
  - ii. If illness should develop while the child is in school, the nurse will determine the nature and degree of such illness, but never make a diagnosis. The parent(s) will be notified and arrangements will be made for transportation of the child to the home. A record is made in the nurse's daily log.