

FIRST AID ADMINISTRATIVE PROCEDURE

The Building Principal and/or the school nurse shall be notified immediately of an injury to any pupil in the school building or on the school premises. The school nurse will evaluate the injury and notify the parents.

If the pupil is to be sent home, the Principal or the school nurse shall first determine if the parent or guardian is at home to receive the pupil.

The pupil should not be sent home unless some responsible person in the household is there to receive him/her. In case the pupil is not able to go home unassisted, the Principal/school nurse shall require the parent to call for the child or the parent shall provide proper supervision in seeing that the child is escorted safely home.

In the case of serious injury requiring the immediate attention of a physician, the following procedure shall be followed:

- A. The school nurse / or designee shall be called immediately and the family notified.
- B. The parent will be called and if immediate emergency services are required, 9-1-1 will be called to respond and the student will be sent to the hospital designated by the parents/guardian on the school emergency form.
- C. The parent shall be responsible for any fees in connection with (B) above.

A report of the injury and first aid given shall be made in writing, with a copy sent to the Superintendent and a duplicate copy retained in the school files.

Legal Reference: 20-A MRSA § 4009

Cross Reference: JLCE – First Aid & Emergency Medical Care

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