

Code: JLCE  
Adopted: 2/08/93

Hermon School Department  
First Aid / Emergency Care

The Hermon School Department is responsible for delivering first aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her own area of control. A school nurse or other qualified staff member will administer emergency aid.

Students whose injury or illness is serious enough to require hospitalization will be transported immediately by private vehicle or ambulance. The school will inform parents and receive permission for such action when possible. In case of a critical emergency, where immediate life saving help is needed, a rescue unit will be called and the parents/guardians notified after calling for emergency assistance.

Serious accidents will be reported immediately to the superintendent.

Hermon School Department

**First Aid / Emergency Care Procedures**

Emergency Cards

It is imperative that the information on each student's emergency contact card be current. New cards will be filled out each September and kept on file in the appropriate school building office.

The emergency contact cards will include the following information:

1. Name, address and home phone number of the student
2. Names, addresses, and home phone numbers of parents or guardians
3. Parents'/guardians' emergency contact phone numbers
4. Family physician's or pediatrician's name and phone number
5. Special health problems, if any
6. Names, addresses and phone numbers of parents and/or designated individuals with transportation who may be contacted when parents/guardians can't be reached.

Accident/Incident Reports

Written reports will be submitted on all student/staff member accidents occurring on school premises or at school-sponsored activities.

A report of all serious accidents will be telephoned as soon as possible by the principal to the superintendent. The information to be transmitted will include:

1. Date, time and place of accident
2. Name and address of injured person
3. Name of teacher in attendance
4. Type of accident
5. Description of the injury
6. Treatment given
7. Disposition of injured person.

The telephone report should be followed up by a complete, written accident report. Each principal/nurse will retain copies of reportable accidents occurring on school property and/or to students and staff members while under school jurisdiction and will do follow-up on injuries and illnesses.

### General Directives for Illness and Injury

Any child who becomes ill while at school will be seen by the school nurse or designated personnel. Any child injured on school property during school hours will be given emergency first aid care by the nurse or designated personnel as needed. Emergency first aid treatment may be rendered by teachers and other school personnel if the school nurse is not available.

### Disposition of Minor Illness or Minor Injury

1. If the injury or illness is minor, it may be appropriate to retain the child in school for the remainder of the day, but in the interest of school/parent relations, the principal, nurse or designated personnel will contact the parents/guardians to inform them of the situation. If the parent cannot be reached, the principal will need to use the alternate contacts provided on the emergency card.
2. If a child requires medical attention, the parent/guardian/contact person will be notified immediately by the principal, nurse or delegated personnel.
3. In non-emergency cases, if efforts to reach the parents/guardians or other responsible adults in the home are not successful, the child will be kept in school under the observation of the principal or a designated staff member.

### Disposition of Major Illness or Major Injury Cases

1. If, in the judgment of the principal, nurse or other designated personnel, the injury or illness is serious enough to require hospitalization, the child should be transported immediately by private vehicle or ambulance. In case of a critical emergency where immediate, life saving help is needed, the fire department, rescue squad, or other appropriate agency will be called and the parents/guardians notified after calling emergency assistance.
2. The school should be prepared to give to the police, firemen or other rescue officials written information indicating the child's name, parents' names, telephone number, and home address.
3. The school will obtain information relative to the destination or hospital to which the child is taken.
4. The principal/nurse/designated person will contact the parents/

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#### Transportation

Sick or injured children must be accompanied home by a responsible adult. The exception would be written or telephone permission from a parent to drive oneself directly home.

Providing for transportation and adult supervision are the responsibility of parents/guardians who, in the event that they themselves may be unavailable, will provide for transportation and supervision by responsible adult.

#### Recording Emergency Treatment

The personnel administering emergency first aid to a student will record such treatment on the appropriate accident/incident form.