

First Aid and Emergency Medical Care

The following procedures will be followed with regard to student safety:

1. On an annual basis, the building principal, with assistance from the appropriate staff members, will inspect the playground(s), potentially hazardous equipment and the school building to determine if there are unnecessary hazards in any area. If hazards exist, the principal or designee will make arrangements to eliminate those unnecessary hazards. Areas/activities that tend to be the most hazardous in and around the school plant include the playground, gym, shop, science classrooms and athletic activities.
2. The principal should ensure that there are clear guidelines/rules regarding the use of the facilities and the equipment of the school. Those guidelines should be communicated to students who will be using that portion of the facility or the equipment.
3. The principal or designee will inform parents/guardians of the procedures that will be followed in case of an accident or an injury and will communicate this information to parents/guardians via the school newsletter or other appropriate communication channels.
4. The principal or designee will require that a first aid card be signed by each parent/guardian. The completed first aid card will be stored in the main office of the school and will be available to all appropriate staff members. Information on the cards will be treated as confidential information and will be kept in a safe place when the school is not in session.
5. The building principal or designee (preferably the school nurse) will review each first aid card to determine whether parents/guardians have included any qualifying or restricting statements. If parents/guardians have made such statements on the first aid card, they will be contacted to determine an acceptable alternative course of action for the school staff. If a resolution to the restrictions by a parent/guardian cannot be resolved, the principal will document and file the activities, discussions and/or conclusions of the interaction between the parent/guardians and the school staff.
6. An accident report form will be completed for all accidents that occur on the school premises that necessitate an adult's attention. (See form entitled "Colorado School District Self Insurance Pool Student Accident/Illness Report" available in school offices.) The completed accident report will be kept on file in the principal's office for a three-year period. After that three-year period, the report may be destroyed as long as there is no pending litigation associated with the accident.
7. When appropriate, the building principal should take advantage of the medical expertise of the school nurse who is trained in first aid, etc., regarding the possible treatment of the injured student.

8. If a student is injured and first aid of any sort is required, parents/guardians may be telephoned or will be contacted in an appropriate manner (at the discretion of the building principal). Parents/guardians need not be contacted for simple scratches/cuts that require a simple bandage but should be contacted if the severity of the injury warrants. If the student's injury is severe or if there appears to be severe pain, the principal or designee will call for an ambulance and/or call for a doctor. When the principal or designee is in doubt as to the severity of an injury, it is advisable to get a doctor's and/or school nurse's advice prior to taking any action. The parents/guardians will be responsible for the costs of a doctor and/or ambulance associated with the student injury.
9. Whenever possible, the principal or the assistant principal should make the decisions regarding whether or not to call a doctor and/or an ambulance.
10. In case of an accident or injury, the principal or designee should not make decisions based upon the costs of medical services. Those considerations should be secondary to the health and welfare of the student.
11. The district or its staff members will not be liable for injuries that occur on school grounds when school is not in session.

Approved: April 1995

Revised: December, 2005