

First aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff while on school grounds may be given by staff, in accord with SAU 16 Standing Nurses' Orders, which are updated annually, and suggested guidelines for School Emergency Care. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in case of emergency.

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

In each school, procedures for the handling of such emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first aid equipment.

All employees are expected to be knowledgeable about first aid and to know where first aid supplies are kept in their work areas.

Students who are too ill to remain in class should report to the nurse who must be notified by the teacher. The nurse or school doctor will decide whether the student will remain in school or be sent home. If the student is allowed to go home, the nurse is required to telephone the home before the student leaves school. The nurse shall keep a log of students receiving first aid and emergency care.

The principal must be notified at once of all accidents or illness of any consequence. A detailed accident report should be made immediately after other essentials are completed in order to insure accuracy. Information should include name of injured, date, time of day, place, extent of injury, first aid given, and disposition of case. Students are to be sent directly to the nurse's office in case of accidents.

Transportation of pupils home or to a source of medical attention is the joint responsibility of the school authorities and the parents. In the event the parent or other responsible person is not available, the school shall assume this responsibility.