

**FIRST AID
(AND EMERGENCY CARE)**

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 accordance with School Committee policy. 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 overseeing the immediate care of ill or injured persons within their building. The school nurse or other qualified staff member will administer emergency aid.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member, made known to the staff. Each school and bus will be equipped with first aid equipment.

All staff in each building will be trained in the Heimlich maneuver and three additional staff members will be trained in epipen administration in each building at the start of each school year. In addition, yearly CPR certification training will be provided to at least three staff members in each building.

Students who are too ill to remain in class should report to the nurse's office. The nurse will decide whether the student will remain in school or be sent home. Before the student is allowed to go home, the nurse is required to communicate with the parent/guardian or emergency contact person and arrange for dismissal 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 significance. A detailed accident report should be completed after the incident. Information should include name of injured, date, time of day, place, extent of injury, first aid given, and disposition of case.

Transportation of students 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.

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Hull Public Schools