

## **Emergency Care and First Aid Policy**

**Approved 6/1418**

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events. Depending on the type of injury or emergency, these responsibilities may include: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/ injury reports.

School personnel must use reasonable judgment and exercise caution in handling injuries and emergencies. All personnel will understand the proper steps to be taken in the event of an injury or emergency and will receive proper training on how to respond to emergencies at school. The school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations.

The Director will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who has (have) current first aid and CPR certification is authorized to administer first aid and CPR as needed.

Additionally, school nurse or specially trained staff members may also administer epinephrine or an opioid antagonist to any individual in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine or an opioid antagonist without prior notification to parents/guardians.

For significant injuries, any staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation, if necessary.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member.