

Response to Student Injury or Illness

Purpose

This procedure guides staff in the evaluation of and response to emergency and non-emergency student injury or illness.

Scope

This procedure applies to the Superintendent, school administrators, staff, coaches, volunteers, students and parents or guardians.

Procedure

1. EVALUATION

- 1.1. When a student is injured or ill at school or during any school-sponsored activity to any degree, it is the responsibility of staff to see that immediate care and attention is provided to the student unless or until the staff member is relieved by a staff member certified in first aid, a nurse, a doctor or emergency personnel.
- 1.2. Except in cases of very minor injuries (e.g., cuts, scrapes, rug burns) that, in the judgment of the school nurse or a staff member certified in first aid, do not pose a serious health risk to the student and will not worsen if the student remains at school, the principal or designee and school nurse (if not already notified) will be promptly notified of any student's:
 - (a) Injury
 - (b) Illness
 - (c) Physical trauma that could have caused injuries as yet unobservable.
- 1.3. The school nurse or staff member certified in first aid will determine whether the injury, illness or trauma is serious enough to warrant calling 911. Upon finding that it is not, either individual will provide appropriate first aid to the student consistent with their training.

2. EMERGENCY TREATMENT

- 2.1. Upon recommendation of the school nurse or a staff member certified in first aid, Emergency Medical Services (EMS) will be called immediately and the student will be transported to the hospital by EMS.
- 2.2. Students with uncontrolled bleeding and those who have suffered temporary suffocation, cardiac arrest, fractures or head, neck, eye, ear, or spinal injuries will only be moved and transported by EMS.

3. NOTIFICATION TO PARENT/GUARDIAN OR EMERGENCY CONTACT

- 3.1. Except in cases of very minor injuries as described in section 1.2, the principal or designee will notify the parent or guardian ("parents") or, if the parents cannot be

reached, the emergency contact, to advise them of the student's condition as soon as practicable.

3.1.1. Should a student sustain a minor head injury, written notification (Form #3418F2-Head Injury Report) will be provided to parents along with information about the symptoms of concussion (Form #3423F3-Fact Sheet for Parents).

3.2. The student's parent or guardian or emergency contact will decide, in non-emergency cases, whether:

- (a) The student will remain at school.
- (b) The parent/guardian or emergency contact will pick up the student.
- (c) The parent/guardian or emergency contact will transport the student to a licensed healthcare provider or hospital for further examination.

4. INCIDENT REPORTING

4.1. After each incident of serious injury to a student, staff will complete a Student Accident Report (Form #3418F1) and submit it to the principal or designee. A copy of the report will be forwarded to the school nurse, the district office, and the school Safety Committee for review.

5. ADVANCE DIRECTIVES

The district will consult with its legal counsel prior to accepting any advance directives to physicians to limit medical treatment.

Supporting Documentation

3418F1-Student Accident Report

3418F2-Head Injury Report

3418F3-Authorization for Emergency Medical Treatment

[*How to Respond to Injury and Illness at School*](#); Washington State Department of Health publication 130-021, January 2016

Document History

Action:	Date:
New	November 18, 2015
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