

**FIRST AID AND EMERGENCY MEDICAL CARE
STUDENT ACCIDENTS AND ACCIDENT REPORT
FIRST AID DIRECTIONS
(and Emergency Care)
PROCEDURES TO FOLLOW IN CASE OF ACCIDENTS OR ILLNESSES**

NOTE: Any accident which requires the attention of a Physician is to be considered a major accident.

Whether or not a student sees a Physician is the decision of his/her parent. In the event of a severe injury or life threatening emergency, the school nurse or person in charge acting *in loco parentis* should determine the proper course of action and the necessary step. The instructions of the parent as listed on the Emergency Card should be followed.

- I. In case of a minor accident to a student, the procedure to be observed is as follows:
 - a. If the nurse is in the school, the student should be sent to the nurse. First aid should be given by the nurse, and a record made of the care given.
 - b. If the nurse is not available, first aid should be given and a record made for the nurse to include the student's name and grade and treatment provided.
- II. In case of a major accident to a student, the procedure to be followed is:
 - a. If the nurse is in the school, the nurse should be called to take charge
 - b. If the nurse is not readily available, an administrator or the teacher in charge of the class or activity is responsible.
 - c. Such first aid as may be indicated should be administered by a staff member who has had first aid training.
 - d. 911 should be called and its recommendations followed.
 - e. The parent will be notified as soon as possible.
 - f. If the parent cannot be reached and EMS assumes charge of and transports the student, the parent will be notified of this fact at the earliest possible moment.
 - g. The principal will designate a staff member to accompany the student to the hospital, in the event a parent is unavailable.
 - h. The accident should be reported by phone by an administrator to the Superintendent of Schools' office and the school's accident report form will be submitted to the SAU within three business days.
- III. Sending students home
 - a. Sick or injured students who are permitted to go home must always be accompanied by the parent or the parent's representative.
 - b. The school nurse shall perform all first aid and emergency care in accordance with his/her training and recommended guidelines. In the event that the school nurse or administrator is not available, the chain of responsibility for administration of first aid shall be as follows: trained CPR/First Aid personnel should assume responsibility and follow previous guidelines.

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(continued)**

Reference: EBBC/JLCE: First Aid and Emergency Medical Care Student Accidents and Accident Report

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training

RSA 200:53, Definitions - Bronchodilators, Spacers, and Nebulizers in Schools

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Spacer or Nebulizer

RSA 200:56, Department of Education Guidance Provided to Schools Bronchodilators, Spacers, and Nebulizers in Schools -

RSA 200:57 Immunity - Bronchodilators, Spacers, and Nebulizers in Schools

NH Code of Administrative Rules Section Ed. 306.04(a)(21), Emergency Care for Students and School Personnel

NH Code of Administrative Rules Section Ed. 306.12, School Health Services

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