

FIRST AID AND EMERGENCY MEDICAL CARE

School personnel have responsibility in connection with accidents occurring in school which may be classified as follows:

1. Administering first aid.
2. Summoning medical assistance.
3. Notifying administration.
4. Notifying parents.
5. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical conditions of students so they may be prepared to meet any emergency which may arise.

The school physician, school nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the teacher in charge must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The district makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The district does not provide student accident insurance.

The policy on accidents and accident reporting is to be reviewed in September by the administration, with the faculty and staff of the school.

An accident log is to be maintained daily, in which is recorded all accidents.

All accidents judged to be other than minor require that an accident report to be filled out. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office, and one copy to the district's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

Statutory References:

RSA 200:40

Appendix: JLCE-R

FIRST READING: April 15, 2003