

R 8442 PROCEDURES IN RELATION TO STUDENTS WHO BECOME ILL OR ARE INJURED IN SCHOOL

Definite rules have been established and officially approved by the Board of Education for the efficient handling of emergencies which occur at our schools. These rules should be followed by all school personnel.

These rules provide for notification of the Principal, parent and if necessary the private physician; immediate care of the child; mode of transportation to be provided; escort for the child.

When a child is injured or is ill at school, the following procedures are to be followed:

A. General

1. The employee present shall notify the school nurse/office. Keep the child quiet, allay his/her fears, and try to determine how the student became hurt or ill.
2. Have the school nurse take charge.

B. In case of a minor injury or illness (that does not require the services of a physician):

1. Send the student to the nurse or send for the nurse.
2. In the absence of the nurse, the office (secretary or Principal) shall designate or dispatch a qualified person to give first aid.
3. Fill out the accident report if necessary and health log. (School nurse and staff member in charge at the time of the injury).

C. In case of serious injury (that may ultimately require the services of professional help):

1. Emergency assistance should be given in order of availability by the school nurse, teacher with first aid training, teacher in charge at the time of the injury.



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Injured in School

2. Procedure to follow:

What	By Whom
1. Quiet the child	Staff member in charge
2. Call nurse or first aid representative	Staff member in charge
3. Notify the main office	Staff member in charge
4. Determine extent of injury	Nurse or first aid rep
5. Apply first aid & order assistance if needed following Bloodborne Pathogen guidelines	Nurse or first aid rep
6. Determine if parents should be called	Nurse or first aid rep
7. Notify parents	Office (Principal or secretary)
8. Provide for transportation if needed	Office (Principal or secretary)
9. Fill out accident report	Nurse and staff member in charge

Note: If both the nurse or first aid representative are unavailable, the staff member in charge or Principal shall assume the roles as outlined in the procedures above.

D. Practices to Help in Emergencies

1. Enter the name of a local or family physician selected by parents or guardian on the office record cards for each student.
2. Refer to the emergency card of the student on file in the health office/office. This card lists the home addresses of the parents and also the phone numbers where they can be reached.
3. Secure from parents the names and addresses of a person or persons to call when a parent or guardian cannot be reached.
4. Post in the main office and health office the name, address and telephone number of the following:
 - a. School physician;
 - b. Nearest hospital;
 - c. Local ambulance squad or other means of emergency assistance. 911;
 - d. Local Police Department.
5. Post a current list of staff trained in basic first aid/CPR to be called if the nurse is not available.
6. A copy of this statement of procedures for emergency care shall be given to each teacher for classroom use.



- E. Have available a First Aid Kit with the following:
1. Band-Aids;
 2. Sterile gauze pads;
 3. Absorbent Cotton;
 4. Gauze rolled bandages – assorted;
 5. Adhesive tape;
 6. Triangular bandages;
 7. Cotton applicators;
 8. Wooden tongue depressors;
 9. Clinical thermometer;
 10. Scissors;
 11. Tweezers, rounded and pointed tips;
 12. Safety pins;
 13. Graduated medicine cup;
 14. Splints;
 15. Saline eye wash;
 16. Stethoscope;
 17. Blood Pressure cuff.
- F. Have Available a First Aid Cabinet with the following items:
1. Epinephrine;
 2. Liquid soap;
 3. Rubbing alcohol;
 4. Half strength tincture of iodine or some other antiseptic as recommended by school physician;
 5. Hydrogen peroxide;
 6. First aid cream;
 7. Sodium chloride;
 8. Calamine lotion;
 9. Syrup of ipecac;
 10. Oral glucose;
 11. Sting kill swabs;
 12. Eucerine lotion or equivalent.

A copy of the current approved American Red Cross First Aid Manual or other approved manual shall be in view and available for use by all staff personnel in the nurses office.

Adopted: 20 June 2016

