

## **FIRST AID REGULATIONS**

The Superintendent or his/her designee shall be notified immediately of an injury to any student in the school building or on the school premises.

A report of the injury and first aid given shall be made in writing, with a copy sent to the parents and a copy retained in the school files.

If the student is to be sent home, the Superintendent/designee shall first determine if a parent or guardian is at home to receive the student.

A student should not be sent home unless a responsible person in the household is there to receive him/her. In case the student is not able to go home unassisted, the principal shall require the parent to call for the student or shall provide proper supervision in seeing that the student is escorted safely home.

In the case of serious injury requiring the immediate attention of a physician, the following procedure shall be followed:

- A. The school nurse and/or school physician shall be called immediately and the family notified.
- B. If the school nurse and/or school physician are not available, the family shall be contacted and the student sent to the family physician on the instruction of the parent.
- C. If the family physician is not available, any other physician shall be called, or the student shall be taken to the nearest hospital. An ambulance shall be called when deemed appropriate by school staff.
- D. The parent shall be responsible for any fees in connection with (B) and (C) above.

Legal Reference: 20-A MRSA § 4009

Adopted: April 27, 1999