

SUMMERS COUNTY BOARD OF EDUCATION POLICY

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Accidents and Emergencies

At the beginning of the school term, principals shall send to parents/guardians a Parental Consent Form and Emergency Medical Information Card. It shall be the responsibility of the parent or guardian to return this form filled out accurately and up-to-date to the school immediately and to notify the school of any changes in the requested information. This will include: location, phone number where parent/guardian can be reached during the school day, the name of the family physician, and special directions that might be of help in case of illness or accident at school. In case of an accident, injury, or illness, the school will notify the appropriate medical authorities and the child's parent/guardian or other persons listed on the Medical Form immediately. If medical treatment is required, the child will be taken to the nearest medical facility.

Every employee witnessing or cognizant of any accident occurring in connection with any school activity or affecting the rights or interest of the Summers County Board of Education should immediately notify his or her immediate supervisor. The teacher or other staff member to whom a child is responsible at the time the accident occurs shall make out a report providing details about the accident. This shall be required for every accident which requires medical attention or which the person in charge deems of a serious nature (possible fractures, head trauma, lacerations, etc.). An accident report shall be completed, in duplicate, within 24 hours of the accident. One copy should be placed in the child's permanent record folder and the second copy to be filed with the principal.

It is important that such general reports of accidents be prompt, accurate, and complete. The report shall be made on the Summers County Schools Accident Report and shall contain the following information:

1. The name and address of the injured party
2. The activity in which the injury occurred such as recess, gym, changing classes, shop, etc.
3. The date, hour, and place of the accident
4. The name of the person in charge of the student
5. Names of any witnesses
6. The cause and extent of the injury
7. First aid or other attention given

At each school, procedures shall be developed for the proper handling of accidents or emergency illness and made known to all the staff. The guideline for first aid shall be the American Red Cross Manual (available in each school).

In case of illness, accident or injury, the best judgment of the teacher or other school employee shall be used. The law will protect the employee unless he/she is proven guilty of negligence.