

FIRST AID ADMINISTRATIVE PROCEDURE

- 1.0 The building Principal or his/her designee will be notified immediately of an injury to any person in the school building or on the school premises.
- 2.0 A report of the injury and first aid given will be made in writing, with a copy sent to the Superintendent and a duplicate copy retained in the school files.
- 3.0 If a student is to be sent home because of injury, the Principal/designee will first contact the parent or guardian to notify them of the injury, and determine how the student will be transported.
- 4.0 In the case of serious injury requiring the immediate attention of a physician, the following procedure shall be followed:
 - 4.1 If necessary, EMS will be contacted and the family or designated emergency contact will be notified immediately.
 - 4.2 If the family or designated emergency contact is not available, EMS will determine next treatment steps for the student.
 - 4.3 The parent will be responsible for any fees in connection with (4.1) and (4.2) above.

Legal Reference: 20-A MRSA § 4009

Adopted: April 3, 2008