

STUDENTS

Injury, Illness and Student Death Occurring at School

Serious Injury

In any injury, the paramount responsibility of school staff is to render assistance to the injured or acutely ill individual until the arrival of a physician or personnel trained in first aid.

Reporting of Injury

All injuries must be immediately reported to the school office. Each school office must keep a record on the appropriate form of all injuries that occur during the year. (Exhibit A) The school health aide at the junior high or high school must also be contacted if the injury occurs while she is present in the building. The school principal or his/her designee will notify the parents of the injury and inform them of its severity. The parent is responsible for the well-being of the child and must make the necessary arrangements for medical treatment. If the parent cannot be reached, the school must take the responsibility for the well-being of the child, but only to the extent that emergency medical treatment is secured. An ambulance will be called if the personnel in charge determines that it is necessary.

Illness at School

If illness occurs at school, the student will go to the health room at the junior and senior high school or to the school office of an elementary school. The seriousness of the illness should be determined by the principal or the health aide and appropriate action taken. The person assigned will make every effort to contact the parents or guardians for instructions regarding the procedure they wish the school to follow. No medication of any type may be administered, unless the parents have sent the school a physician signed permission form. (Board of Education policy 5141.4)

Procedure if Student Must Be Sent Home

If illness requires that a student be sent home, a parent must be contacted informing them of the decision. If no parent, or person designated by the parent, can be contacted the student must be kept in school.

If parental transportation cannot be arranged, school officials may take the student home. This is to be done after all other avenues for transportation are exhausted. Younger children should not be allowed to walk home without parent permission.

Procedure if Student Can Stay at School

The student will lie down on the cots provided in each building. A daily record must be kept of each student who is sent to the health room to lie down.

Each evening, the health room must be checked to make certain that all students have departed from the school.

Death at School

If a death occurs during school hours or at a school sponsored activity, the principal or person in charge of the activity must be notified immediately. The principal or person in charge will immediately contact an ambulance service, the Marathon County Sheriff's Department and the parents or next of kin. The area should be cleared of all spectators. No news media people or other persons not mentioned above should be allowed in the area. No information should be given out without proper authorization or before notification of the victim's next of kin.

If the parents, or persons designated by the parents to act in their behalf, cannot be contacted, follow the directions of the Superintendent, principal, doctor, coroner or police department.

Attendance at Funeral

Students wishing to attend a funeral of another student must bring a permission slip from their parents. Students will be excused from school for attendance at the funeral.