

**FIRST AID  
STUDENTS  
(REGULATION)**

In accordance with the policy of the board of education, the following procedure will be followed in the event of personal injury or sudden illness involving a student.

If a student becomes injured or ill during the school day or while attending a school-sponsored activity, any staff member present should render first aid and summon a school nurse. If a school nurse or other professional medical person is not available the staff person will:

- A. Administer first aid to the child or injured person.
- B. Notify the secondary student's parent or guardian, or the adult student's emergency contact name, if possible; otherwise, follow instructions on student's enrollment card, if available.
- C. In the event of an extreme emergency, summon professional care, with or without parental permission.

In the absence of family transportation or ambulance service, the school nurse, campus director, teacher, or other school personnel may transport the student to the student's home, to a physician's office, or to a hospital. An ill or injured secondary student shall be accompanied by an adult.

In the event of a serious accident, the student will be transported to the nearest hospital, depending on location and immediate need of the student, by a designated representative or by ambulance. The school will authorize treatment **only** in accord with an adult student's consent or for secondary students with parental consent in a "medical emergency form", if one is on file, but will not otherwise act on behalf of the parent or on its own authorize any treatment. Southwest Technology Center school officials will contact parent(s)/guardian(s) to advise them of the location or in-route status, as time permits.

Medication shall not be administered by school personnel, including the school nurse, without a prescription or a written order from a physician.

A written report of any accident or serious illness must be made as soon as possible, but not later than noon of the following school day.

**Adopted: January 1994 as policy B-163**  
**Revised: November 1995**