

## FIRST AID

The Granby Public Schools under the auspices of the School Committee ensures that the environment for staff and children is a safe one. If an accident or sudden illness occurs, the school nurse will assess the situation and, if so needed, provide first aid and contact any necessary emergency or medical personnel and appropriate family members or guardian.

First aid is defined as the “administration of emergency assistance to individuals who have been injured or otherwise disabled or ill, prior to the arrival of a doctor or transportation to a hospital or a physician’s office.” (1) It does not include diagnosis. First aid is given to medically stabilize an injured or ill person.

Each school will follow the Emergency Medical Plan. This information will be available to all staff. The requirements of those involved are the following:

1. The school nurse will be responsible for administering first aid and/or CPR. If there is another staff person more readily available who is certified in first aid that person can administer first aid, to be followed up by a consultation with the school nurse.
2. When the nature of an illness or injury appears in any way serious, the student’s parents will be contacted. If parents or guardians are unavailable, the other designated person from the emergency contact card will be contacted.
3. An elementary school child who is ill or injured will not be sent home unaccompanied. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him/her.
4. A student in high school will not be sent home unaccompanied unless the illness or injury is minor and the parent/guardian provides verbal permission.
5. In extreme emergencies, the school nurse or principal will call 911 for immediate transportation of the injured or ill student to the hospital. Every effort will be made to contact the parent/guardian in advance, if possible.
6. In case of the above, the Accident Policy/Protocol will be followed. This does include completion of a Student Accident Form or a Staff Accident Form with a copy sent to the Superintendent’s office. The Accident Form will include the report by the staff person who witnessed the event.

File: EBB

7. If a student was sent to a physician after first aid was provided, the parent will bring in a note from the physician and/or a follow-up phone call will be made the next day.
8. When an employee is injured on school premises, in connection with their regular duties, the Superintendent or his/her designee shall report the injury within forty-eight hours to the Granby Public Schools insurance agent and, if necessary, to the School Committee at its next meeting.

LEGAL REF.: M.G.L. 71:55A

Footnote:

(1) Taber's Medical Dictionary

Reference:

Granby Public Schools – Emergency Medical Plan-General

Granby Public Schools – Accident Policy/Protocol

Revised February 7, 2005

Adopted May 3, 2004

Granby Public Schools – 2004

2 of 2