

### **First Aid Procedures**

If, as a result of accident or illness, a student requires medical attention, the following things shall be done:

1. Notify the principal or designated alternative through a third party;
2. Remain with the student until relieved of the responsibility by the principal or designated alternate or parent;
3. The parents or guardians shall be contacted immediately by telephone if at all possible. If the parent has given the name of an alternate to be contacted, this should be the second line of action. Proceed as directions are received for further action;
4. In case the parent or other designated person cannot be reached at once, the student should be kept physically quiet until contact can be made. If there is any question whatever in regard to moving the student to the hospital, you should call the ambulance. The student should not be transported home by school employees unless the parent has given consent in case of accident or illness. Parents should be encouraged to provide transportation home for the student if illness or injury is not severe;
5. If the parent or other designated person cannot be contacted immediately in case of severe illness or injury, and the family doctor cannot be reached or is unknown to school authorities, the ambulance services of the Milton-Freewater Rural Fire Department at 9-1-1 should be enlisted;
6. Every effort shall be made to have complete information in a student's personal record which will include an alternate to be notified and also the name of the family physician;
7. The principal shall read this policy and procedure to staff members at the beginning of each school year.