440R – INJURY / FIRST AID PROCEDURES
(REGULATIONS)

The procedures outlined below should be followed by anyone attending to injured students.

1. **Protective gloves** must be worn by staff when treating an injury involving blood or other body fluids.

2. **Serious Injuries**

2.1 The definition of *serious injury* includes a head, dental or other injury, seizure or illness diagnosed by a first-aid attendant which requires further medical treatment at a hospital or doctor's office.

2.2 If the injured student stops breathing, an on-site employee trained in administering CPR should be summoned, administer CPR if necessary, and remain with the student until medical assistance arrives.

2.3 In case of doubt about the seriousness of an injury, or whether to move the injured student, the patient should be made as comfortable as possible until medical assistance arrives.

2.4 The staff member should stay with the injured student while a runner is dispatched immediately to report to the principal or his/her designate to page for a first-aid attendant.

2.5 When practical, the removal of the injured student from the school should only be done under the direction of the medical authorities.

2.6 If, in the opinion of the principal or first aid attendant, an injured student should not or cannot be moved, an ambulance will be called.

2.7 When calling an ambulance, the name and address of the school, the location of the injured student and the shortest route to the location should be provided. Ambulance control should be advised that the service fee will be paid by the Board of Education.

2.8 Where a tooth has been knocked out, or an appendage has been severed, the tooth or the appendage should be given to the dentist/doctor.

2.9 The accident must be reported immediately to a medical authority by the principal or his/her designate. The parents/guardians must also be notified as soon as possible to take responsibility for getting the student treatment.

3. Minor Injuries

Generally, minor injuries will be treated by the person supervising the student at the time of the accident. First-aid kits are supplied for this purpose.

4. Informing Parents/Guardians

Except in cases of superficial injury, the parents/guardians should be informed of the injury to obtain further treatment if they consider it necessary. In every case of head injury and dental injury, the parents/guardians ***must*** be notified as soon as possible).

5. Report

All accidents must be reported on the incident report form supplied for this purpose. These are available from the principal or the school board office.

6. Medication

No internal medication shall be given to any student without consent and direction from the student's parents/guardians. All medicines and related directions given to school district employees must be kept in a safe place in the school's administration area. See also Policy 435 - Medical Treatment of Students, and Policy 436 and Regulations 436R – Managing Students with Medical Alert/Anaphylaxis Conditions.

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