

FIRST AID AND EMERGENCY MEDICAL CARE  
(STUDENT ACCIDENTS AND ACCIDENT REPORTS)

School personnel have responsibilities in connection with accidents occurring in school which may be classified as follows:

1. Administering first aid.
2. Summoning medical assistance.
3. Notifying administration.
4. Notifying parents.
5. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of Students so that they may be prepared to meet any emergency, which may arise.

The school nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the staff member in charge or the school nurse must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

**Legal References:**

Windham School Board	Policy Code: EBBC
Revised: June 27, 2005 Adopted: November, 2005 Amended: May 24, 2016	