

Board Policy

Medical treatment is the responsibility of the parent and the family physician. However, the Board of Trustees of Shelley Joint School District No. 60 recognizes that at times certain emergency medical conditions may occur at school, which requires immediate attention. Inasmuch as the personal welfare of the student is of a paramount concern, appropriate steps will be taken to insure that emergency medical treatment is provided.

Suggested Implementation Guidelines

The following guidelines are intended to be used for compliance with this policy:

1. Each student in the district is required to have a completed and signed emergency treatment consent form at the beginning of each school year or within three (3) days of enrolling if coming into the district schools during the year, listing contact individuals in case parental contact cannot be made and the name of the physician in case of extreme emergency.
2. In every school there will be at least one person trained in first aid to whom is assigned the responsibility for emergency care.
3. Students will not be assigned to administer first aid treatment at any time.
4. Each school will maintain and supply a first aid cabinet/kit. This cabinet/kit should be clean and well arranged at all times. The supplies are intended for first aid only. They will not be used for continuing treatment of an injury or infection.
5. In case of an injury, the parents will be immediately notified.
6. In cases where first aid for injuries has been given at school, it is the parent's/guardian's responsibility to obtain further treatment.
7. If it is determined that the emergency may be of a life-threatening nature, an ambulance will be called to transport the student to the hospital. In other cases, parents may arrange to have their student taken either home or to a private physician.
8. The following should be followed by school personnel and students when required to handle an injured person. These emergency care guidelines should be followed whenever direct contact with blood or bodily fluids is likely to occur.
 - a. All reasonable precautions must be taken to avoid direct contact with blood, blood products, excretions, secretions or other body fluids.

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- b. Extraordinary care must be taken to avoid accidental wounds with materials that may be contaminated with blood. In accident situations where broken glass, sharp pieces of metal (saw blades) and other similar materials have been contaminated with blood, exposure may be minimized by:
- 1) Wearing heavy gloves to avoid being cut by contaminated sharp objects when cleaning the site.
 - 2) Wearing latex or vinyl gloves when there is little or no risk of being cut with objects contaminated with blood.
- c. Latex or vinyl gloves should be worn when cleaning wounds, controlling bleeding, or handling blood-soiled items (towels, clothing, and washcloths). Inexpensive, disposable, non-sterile gloves and disinfectant solution must be readily available at all school offices, classrooms, physical education departments, shops, maintenance and kitchen areas. A supply of gloves will be available to athletic trainers and coaches during athletic events, including practices. Disposable gloves must not be cleaned and reused.
- d. Disposable airways or reusable airways that have been disinfected should be used whenever possible to administer mouth-to-mouth resuscitation. These airways need to be available in the school office and athletic departments. Only trained personnel should use these airways.
- e. Hands should be washed thoroughly with soap and water if they become contaminated with blood or other body fluids. If lesions become contaminated with blood and/or body fluids, they should be washed with 40 to 70 percent alcohol or 3 percent hydrogen peroxide.
- f. Needles and lancets should be placed in puncture-resistant containers after being used. Many varieties of metal, glass or plastic containers are available for this purpose.
- g. Surfaces that become contaminated with blood should be decontaminated with a 1:10 chlorine bleach solution, 40 to 70 percent alcohol solution or a 3 percent hydrogen peroxide solution. Care should be used to avoid contaminating the solution or container of solution. Sufficient contact time (3 to 5 minutes) should be allowed to ensure surfaces are adequately disinfected.
- h. Clothing, uniforms, or cloth materials that become contaminated with blood should be washed separately using hot water and detergent. Dry cleaning will also render inactive all known pathogens.

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9. Under no circumstance should faculty sanction activities or exercises that involve students having direct contact with blood from another student. Students can be allowed to stick themselves, but not allowed to stick other students for scientific experiments.
10. No treatment of injuries except first aid will be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accidents or sudden illness. School personnel will not administer medical treatment beyond their level of training.
11. Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident will not be liable for any civil damages for acts or omissions in good faith.
12. Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.
13. Dressing put on at home will not be disturbed, and no second dressing will be applied at school.
14. No drugs will be given at any time unless it be aromatic spirits or ammonia in case of fainting. The administering of over the counter remedies (e.g., aspirin, acetaminophen, sodium bicarbonate, etc.) is prohibited.
15. In cases of accidents, the principal will insure the completion of a District Accident Report Form, a copy of which is attached and made part of this policy. Copies of this form will be maintained in the principal's office.
16. Attached is a list of suggested first aid cabinet/kit supplies.

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Shelley Joint School District No. 60
Address

Accident Report Form

This report is to be completed within one week following each accident resulting in any injury resulting in loss of school time by an employee or student in excess of one-half day, or a visit to a doctor's office. If possible, home accidents resulting in loss of school time should be reported.

Please complete the blanks for Items A –T. Please check one item under each lettered category that best corresponds to your situation.

A. _____ School District Name and No.	Date: _____
B. _____ Address	N. _____ Type of program in which injured person was participating
C. _____ Name of School Reporting	O. _____ Nature of Injury
D. _____ School Address	_____
E. _____ Name of Person Injured	_____
F. _____ Address of Person Injured	_____
G. _____ H. _____ Sex Age	_____
I. _____ Grade	_____
J. _____ Date of Accident	_____
K. _____ A.M. _____ P.M.	_____
L. <u>M</u> <u>T</u> <u>W</u> <u>TH</u> <u>F</u> <u>S</u> <u>S</u> Day of Week (Circle correct day)	_____
M. \$ _____ Estimated amount of school and/or property damage	_____
	T. _____ State in a few words what happened

FIRST AID CABINETBasic Supplies

Disposable Gloves
 Small Plastic Bags (Sandwich Bags)
 Adhesive Tape
 Alcohol
 Applicators
 Bandage--1-2-3" small gauze dressings
 Betadine (unless allergic to iodine)

Cotton (in labeled container)
 Feminine Hygiene pads
 Non-adherent dressing (Telfa)
 Oil of Cloves with Toothpicks

Scissors
 Spirits of Ammonia Capsule
 Sterile Gauze Square--3" x 3"
 Thermometer
 Thermometer Cover

Tongue Depressors
 Tourniquet
 Triangle Bandage
 Tweezers
 Band Aids

Other Supplies

Cot and two blankets Paper cups
 Facial Tissues Paper Towels
 Ice Bag Safety pins
 Kidney Basin

What They Are Used For

Self-protection
 Waste Disposal
 For covering small wounds or cuts
 For cleaning thermometer
 To apply antiseptic
 Bandaging
 Apply with applicator to minor cuts
 Used to cleanse minor abrasions
 For cleansing wounds or abrasions
 Control Bleeding
 For burns
 Used for toothaches only until child can
 get to a dentist
 To cut adhesive tape, etc.
 For fainting
 For dressings
 Taking temperature
 For covering thermometer when
 taking temperature
 To examine throat
 To control severe bleeding
 Sling
 To remove sharp objects
 For covering small wounds or cuts