First Aid and Emergency Medical Care

General directives for illness

1. A student who becomes ill while at school will be seen by the school nurse if possible.

2. If a student must be sent home because of illness, the parent/guardian will be contacted and asked to pick up the child if possible.

3. No elementary student who is ill will be sent home alone.

4. A secondary student who becomes ill will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The school staff member who speaks with the parent will make written notes indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

General directives for injuries/severe illness

- **Minor injury**

  Minor injuries will be given first aid treatment by BOCES personnel.

- **Serious injury or illness (but not threatening to life, limb or digit)**

  If the student is in pain or requires medical treatment, the student's parent/guardian will be notified to pick up the student from school. No elementary student who is injured or becomes ill will be sent home alone. An injured secondary student will be allowed to leave school unaccompanied by a parent/guardian only with the express approval of the parent/guardian. The BOCES staff member who speaks with the parent will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

- **Severe injury or illness threatening to life, limb or digit**

  1. If a student sustains a severe injury or illness requiring immediate medical attention, BOCES personnel shall immediately call 911 to notify emergency health personnel.

  2. The school principal or designee shall then immediately attempt to contact the parent/guardian to inform him or her of the status of the student and to request that the parent/guardian proceed to the hospital immediately.

  3. The Executive/Special Education Director will be notified of the injury or illness as soon as possible.

  4. The teacher or other staff member who was responsible for the student at the time of the accident will make out an accident report using the official school form.

(Approval date: June 16, 2021)