

Series 4000 Students

Section 4400 Student Health Services

Policy 4403 First Aid/Accidents

- 4403.1 In cases of accidents and/or emergency illness the response of the employees of Harrison County Schools shall be in accordance with this policy:
 - 4403.1.1 For minor accidents the principal or another trained individual shall administer appropriate first aid.
 - 4403.1.2 For more serious accidents or illnesses, the student's parents or guardians shall be contacted.
 - 4403.1.3 In extreme emergencies the principal and/or the school nurse may make arrangements for urgent care and/or immediate hospitalization of the student. Attempts shall be made to contact the parent or guardian in advance.
 - 4403.1.4 No ill or injured child shall be sent home alone absent parental permission.
 - 4403.1.5 Serious accidents/illnesses shall be reported as soon as practicable to the superintendent and the health services department.

- 4403.2 The written guideline for first aid shall be the following:
 - 4403.2.1 The American Red Cross Manual
 - 4403.2.2 The Harrison County Manual of First Aid Procedures
 - 4403.2.3 The Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools

- 4403.3 Accidents deemed serious shall require the completion of a written report by a professional witnessing the injury (preferably the principal). The report should include:
 - 4403.3.1 The name, address and phone number of the injured person(s).
 - 4403.3.2 The date, hour and location of the accident.

- 4403.3.3 The (scenario) activity in which the injury occurred.
 - 4403.3.4 The name(s) of the person(s) in charge.
 - 4403.3.5 The observed circumstances surrounding the accident
 - 4403.3.6 The extent of the injuries.
 - 4403.3.7 First aid and/or any other treatment provided.
 - 4403.3.8 Witness statements as needed.
- 4403.4 A written report shall be submitted to the purchasing director and the superintendent as soon as possible after the accident but no later than 24 hours.

