
STUDENTS – HEALTH AND SAFETY

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If a student becomes ill or seriously injured at school and requires special medical attention, the following steps shall be taken:

1. Emergency first aid will be given as appropriate.
2. Notification of the Principal. The Principal or designee will evaluate the situation and determine the appropriate action.
3. Contact the parent/guardian.
 - a. In case a parent or guardian cannot be contacted at the first report of an illness or injury, the school may send the child home with the person whom the parent has indicated previously in writing.
 - b. In case a parent or guardian has no means of getting the child home, the school may send the child home in accordance with the parent's request.
 - c. If the parent or guardian cannot be contacted and there is serious injury or illness, the school may secure the services of emergency medical services (Westfield Fire Department) or any previously designated in writing by the parent. The school assumes no responsibility for the emergency services or fees.
 - d. All school personnel should be informed (on a need to know basis) of children who have special health problems that may require special attention when an injury or illness occurs (hemophilia, diabetes, epilepsy, allergies, etc.) It is the parent/guardian's responsibility to inform the school personnel of any health problems and update the information on a yearly basis or as needed.
4. All accidents resulting in personal injury that require special medical attention are to be reported as follows:
 - a. All personal injury accidents that require special medical attention, occurring at school or on the way to or from school, or at school related activities, are to be reported.
 - b. The Accident Report Form will be submitted in duplicate to the principal by the person in charge at the time of the accident.
 - c. One copy of the Accident Report Form will be retained for the principal's file and one filed within three days of the accident in the Central Office.
 - d. The building school nurse will document first aid provided and incident information in the student's medical record.