

Accident Reports/First Aid

I. PURPOSE

The Board of Education recognizes its responsibility for keeping accurate records of all accidents to students that happen within the student day or during school sponsored activities. It also recognizes that its employees will be in situations where minor accidents may require first aid.

II. REPORTS

All accidents will be reported on the appropriate forms available in each nurse's and administrative office. The completed form will be submitted immediately to the Nurse's Office. The accident will also be reported to the appropriate administrator, and nurse, whenever it is felt necessary and appropriate. It is the nurse's responsibility to see that the superintendent receives a copy of all accident reports. Coaches and event supervisors will fill out an accident report and turn it into the Activities Director's Office.

III. FIRST AID

The following position has been adopted by the Board of Education to serve as guidelines for its employees if they find it necessary to administer first aid:

1. The employee is protected under the Good Samaritan Law, Section 1, 604.05, Chapter 218, H.F. No. 619, when acting in good faith and in the exercise of reasonable care while administering first aid.
2. In serious cases, where treatment is extremely urgent, the doctor and parent will be called immediately by the Nurse's Office or the Administrative Office. If deemed necessary, an ambulance will be requested for transportation.
3. The responsibility for follow-up care after first aid has been administered resides with the Nurse's Office. They will contact parents and/or physicians. Parents or their designated representative will be expected to pick up their child shortly after they are contacted if it is necessary for them to leave school.

Source: Aitkin Independent School District No. 0001, Aitkin, MN

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