

GOFFSTOWN SCHOOL DISTRICT

JLCE

**FIRST AID AND EMERGENCY MEDICAL CARE
STUDENT ACCIDENTS AND ACCIDENT REPORT**

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel will follow procedures established in the *Emergency Care Plan for Special Education and the School Health Resource Manual*, published by the New Hampshire Education Department.

The policy on accidents and accident reporting is to be reviewed in September by the principals with the staff of each school and procedures shall be established for the school year.

The school nurse and specially trained staff members shall stand ready to assist in treatment of accident victims.

Every school shall maintain a daily log in which all accidents are recorded.

Regardless of the seriousness of the accident, school personnel who observe an accident must submit a written accident report to the principal within 24 hours of the incident. Principals are required to forward a copy of the accident report to the attention of the SAU #19 Business Office.

The school district makes it possible for parents to subscribe to pupil accident insurance at low rates. This program is offered each year during September. The district does not provide student accident insurance.

Staff members should familiarize themselves with the policy on accidents and accident reporting at the start of each school year. The policy on accidents and accident reporting is to be reviewed in September by the principals with the staff of each school and procedures shall be established for the school year.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse is not available, the person(s) who has current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student.

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The school physician, school nurse, or specially trained staff members or emergency personnel shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents or legal guardians.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the School District to the extent required by law. Additionally, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents or legal guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse. The District will maintain all necessary records relative to the emergency administration of medication Policy JLCD and JLCD-R Administering Medications to Students and will file all such reports as may be required under Board Policy EBBB – Accident Reports and.

Every school shall maintain documentation of reported injuries and emergencies occurring on school grounds. For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that they are informed, and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents or legal guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this Policy shall be made and maintained by the school nurse as provided in Board Policy JLCD – Administering Medicines to Students, or applicable laws or regulations.

Naloxone/Narcan and Opioid Antagonists: The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools. The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

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All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board Policy JLCD Administering Medication to Students and District Procedures JLCD-R.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training

RSA 200:53, Definitions - Bronchodilators, Spacers, and Nebulizers in Schools

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Spacer or Nebulizer

RSA 200:56, Department of Education Guidance Provided to Schools Bronchodilators, Spacers, and Nebulizers in Schools -

RSA 200:57 Immunity - Bronchodilators, Spacers, and Nebulizers in Schools

NH Code of Administrative Rules Section Ed. 306.04(a)(21), Emergency Care for Students and School Personnel

NH Code of Administrative Rules Section Ed. 306.12, School Health Services

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