

**EMERGENCY CARE AND FIRST AID**

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 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 or licensed practical nurse is not available, the persons who have current first aid and CPR certification are 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 guardians for each student and staff member.

The school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations.

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 an Epi-pen without notification to parents/guardians.

For significant injuries, the school nurse or staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary. The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year at the beginning of the school year. The District does not provide student accident insurance.

**Legal References:**

RSA 200:40, Emergency Care  
NH Code of Administrative Rules, Section Ed. 306.12(b), School Health Services

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