

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

FIRST AID ADMINISTRATIVE PROCEDURE

File: JLCE-R

The building Principal or his/her designee shall be notified immediately of an injury to any pupil in the school building or on the school premises.

A report of the injury and first aid given shall be made in writing, with a copy sent to the Superintendent and a duplicate copy retained in the school files.

If the pupil is to be sent home, the Principal/designee shall first determine if the parent or guardian is at home to receive the pupil.

The pupil should not be sent home unless some responsible person in the household is there to receive him/her. In case the pupil is not able to go home unassisted, the Principal shall require the parent to call for the child or shall provide proper supervision in seeing that the child is escorted safely home.

In the case of serious injury requiring the immediate attention of a physician, the following procedure shall be followed:

- A. The family shall be contacted and the pupil shall be taken to the nearest hospital.
- B. If the injury is not serious, the student should be seen by his/her own family physician.
- C. If the student does not have a family physician, he/she will be seen by the school physician.
- D. The parent/guardian shall be responsible for any fees in connection with (A), (B) and (C) above.

Legal Reference: 20-A MRSA § 4009

Date of Adoption: May 16, 2007