

**MEDWAY SCHOOL DEPARTMENT
FIRST AID ADMINISTRATIVE PROCEDURE**

The building Principal or his/her designee shall be notified immediately of an injury to any student 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 student is to be sent home, the Principal/designee shall first determine if the parent or guardian is at home to receive the student.

The student should not be sent home unless some responsible person in the household is there to receive him/her. In case the student 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 school nurse and school physician shall be called immediately and the family notified.
- B. If the school physician is not available, the family shall be contacted and the student sent to the family physician on the instruction of the parent.
- C. If the family physician is not available, any other physician shall be called, or the student shall be taken to the nearest hospital.
- D. The parent shall be responsible for any fees in connection with (B) and (C) above.

Legal Reference: 20-A MRSA § 4009

Adopted: 5.1.12