

# Board Policy

Code No. 507.4

## INJURY OR ILLNESS AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents and/or emergency contact as soon as possible and instructions will be requested as to the disposal of the case. When the parent has no telephone or cannot be reached, the ill or injured child may be transported home, to the hospital, or to a doctor's office by a member of the school staff. The city's Emergency Medical Service (EMS) may also assist in this process.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

In cases of emergency, the pupil shall be transported to a hospital or a doctor's office by ambulance or other convenient types of transportation. If possible the family physician listed on the office records shall be contacted.

It is the responsibility of the principal or designee to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

*Legal Reference:* Iowa Code § 613.17 (2011).

*Cross Reference:* 507 Student Health and Well-Being

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