

**STUDENT SAFETY/STUDENT ACCIDENT/INJURY/ILLNESS**

The Board of Education of the Peyton School District believes that the school district should do everything within its' reasonable control to assure the safety and welfare of students, and further believes that it is necessary of the parents/guardians of students and the schools to cooperate in this regard.

Proactive planning as to what should be done in the case of an emergency at school involving a student should create common expectations between the school staff and parents/guardians.

**The School District becomes responsible for students when they have entered the bus or when they have arrived at the school at the designated hour. The responsibility of the school ends when students are delivered to their bus stop or have left the school grounds for home.**

1. On an annual basis, the building principal, with the assistance from the appropriate staff member(s), will inspect the playground(s), potentially hazardous equipment, and the school building to determine if there are unnecessary hazards. (areas/activities that tend to be the most hazardous in an around the school plant include: the playground, the gym, the shop, science classrooms and athletic activities.)
2. The principal should ensure that there are clear guidelines/rules regarding the use of the facilities and the equipment of the school, and those guidelines should be communicated to students who will be using that portion of the facility or the equipment.
3. The principal (or his/her designee) will inform parents/guardians of the procedures that will be followed in case of an accident or an injury and will communicate this information to parents/guardians via the school newsletter or other appropriate communication channels.
4. The principal (or his/her designee) will require that a first-aid card be signed by each parent/guardian. The completed first-aid card will be stored in the main office of the school and will be available to all appropriate staff members. Information on the cards will be kept in a safe place when school is not in session.
5. The building principal (or his/her designee – preferably the school nurse) will review each first-aid card to determine whether parents/guardians have included any qualifying or restricting statements. If parents/guardians have made such statements on the first-aid card, they will be contacted to determine an acceptable alternative course of action for the school staff. If a resolution to the restriction can not be resolved, the principal will document and file the activities, discussions and/or conclusions of the interaction between the parents/guardians and school staff.
6. An accident report form will be completed for all accidents that occur on the school premises that necessitate an adult's attention. (See form entitled "Colorado School District Self Insurance Pool Student Accident/Illness Report") The completed accident report will be kept on file in the Principal's office for a three year period, the

report may be destroyed as long as there is no pending litigation associated with the accident.

7. When appropriate, the building principal should take advantage of the medical expertise of the school nurse (who is trained in first-aid, etc.) regarding the possible treatment of the injured student.
8. If a student is injured and first-aid of any sort is required, parents/guardians may be telephoned or will be contacted in an appropriate manner (at the discretion of the building principal). Parents/guardians need not be contacted for simple scratches/cuts that require a simple bandage, but should be contacted if the severity of the injury warrants. If the student injury is severe or if there appears to be severe pain, the principal (or his/her designee) will call for an ambulance and/or call for a doctor. When the principal (or his/her designee) is in doubt as to the severity of an injury, it is advisable to get a doctor's and/or school nurses advice prior to taking action. The parents/guardians will be responsible for the costs of a doctor and/or an ambulance associated with the student injury.
9. Whenever possible, the principal or the assistant principal should make the decisions regarding whether or not to call a doctor and/or ambulance.
10. In case of an accident or injury, the principal (or his/her designee) should not make decisions based upon costs of medical services. Those considerations should be secondary to the health and welfare of the student.
11. The Peyton School District or its staff members will not be liable for injuries that occur on school grounds when school is not in session.

ADOPTED: 7/89

REVISED: 4/97