

**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

Current File Code: EBBA  
Date Policy Reviewed and Re-Adopted: 2-12-07

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**FIRST AID**

The district nurse, if on site, or another trained person shall be available for providing emergency services in case of injury or sudden illness to a student or to a staff member. At each school procedures shall be developed for the proper handling of such emergencies. These procedures should be posted and shall include:

1. The school nurse, if on site, or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parents immediately.
3. No student, who is ill or injured, shall be sent home alone without contacting the parent first. A student, who is ill or injured, shall not be taken home, without contacting a parent for permission.
4. In extreme emergencies, the principal, a member of the Emergency Response Team, or the school nurse, if on site, may make arrangements for immediate hospitalization of injured or ill pupils, contacting parents or guardians in advance if at all possible.
5. The teacher or other staff member who has witnessed an accident shall inform the office of the circumstances and fill out an accident report.
6. Each school shall have a Response Team consisting of six people who are trained in CPR, First Aid, diabetic and allergic emergencies.
7. If a non emergency situation occurs where further medical direction is needed by staff during school hours, the school nurse should be contacted.

END OF POLICY