

**ADMINISTRATIVE GUIDELINES FOR  
REPORTING OF STUDENT INJURIES**

**MINOR INJURIES**

(abrasions, bruises, splinters, etc.)

All minor injuries should be recorded on the medical log in the nurse's office.

Recording of the injury should include date, teacher, student's initials, complaint and treatment.

Parent/guardian should be notified about the injury. If they cannot be reached by telephone, written notification should be sent home with the student.

**MAJOR INJURIES**

**(student sent to hospital, doctor or dentist; injury which involves problems with school equipment, injuries in which school liability could be involved.)**

COLUMBUS COUNTY SCHOOLS INCIDENT REPORT form must be filled out.

Employee completing this report must sign and date the report.

The report must be faxed to the Columbus County Schools Superintendent.

The school nurse will complete Follow-Up section.

Please make sure that the situation is fully described in the narrative section.

This is an inter-office form. DO NOT DISSEMINATE.

**INJURIES TO VOLUNTEERS, PARENTS, OR VISITORS**

Any injuries that occur on school property or on school trips must be reported to the office. These injuries will be documented on the COLUMBUS COUNTY SCHOOLS INCIDENT REPORT form. The report must then be faxed to the Columbus County Schools Superintendent.

**REPORTING INJURIES TO THE COUNTY OFFICE**

A copy of the COLUMBUS COUNTY SCHOOLS INCIDENT REPORT should be faxed to the Superintendent immediately for the following incidents:

1. Incidents in which equipment is broken or used incorrectly.
2. Incidents which could involve liability issues.
3. Incidents which involve volunteers, parents, or visitors.

A copy of the incident report should then be given to the school nurse for follow-up. The nurse will send follow-up information to the Superintendent.

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**Emergency Care for Injury and Sudden Illness Procedures**

In order to identify students who have special health needs, chronic health conditions, or specific emergency care needs, and to care for students during an extreme emergency or common illness or injury, the following regulations will be implemented.

**1. Problem Identification**

Principals will require parent/guardian to provide the following students emergency/health information at the beginning of each school term, at the time of enrollment, or when updating is indicated on the medical alert form. The information will be kept on file in an accessible location.

- a. Parent/guardian location and phone number during the school day.
- b. Name and phone number of the student's physician.
- c. Name and phone number of a relative or other person who may be contacted in an emergency, when parent/guardian cannot be located.
- d. Information concerning a student's medical condition, physical disability or potential emergency situation
- e. Parent/guardian must fill out an Emergency Card annually or as information changes.

**2. Extreme Emergencies**

Principals will designate a minimum of two persons (six persons at schools with AEDs) to respond to medical emergencies or common health problems occurring at school.

- a. The designated first responders will be trained in CPR, First Aid and AED use if school has an AED on campus.
- b. The principal will maintain a list of all members of the Response team and monitor for current training.
- c. Each school will maintain a master first aid kit.
- d. All school personnel should be able to identify the first responders in his/her building and receive training on the procedure for calling in the schools first responders or EMS.
- e. The first responders will be informed of student specific emergency health plans.
- f. A first aid/emergency care manual (*Emergency Guidelines of Schools*) will be located in an accessible location in each school.

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- g. In the event of a life threatening injury or illness of a student, the school principal or principal's designee will call **911**. The principal will designate someone to notify a parent or guardian.
- h. A parent/guardian will be notified as to whether to meet the student at the school or at the emergency room of the local hospital.
- i. Efforts to contact a parent/guardian or emergency contact person will continue until successful.
- j. Once EMS personnel arrive, they are in charge of the health care of the student, and make decisions regarding care and transportation.
- k. If the student is transported to a hospital or other site, and the parents have not been reached yet, the principal may identify a staff member to accompany a student or meet the student at the hospital until a parent arrives. This is for morale support to the student, and does not give the individual decision making authority.
- l. Without sound justification, the school nurse is not the best choice to accompany a student as it will leave all the other students in that school without a nurse to respond to the safety and well-being of the other students.
- m. In emergency disasters, the principal or principal's designee will call EMS, who will assume responsibility for evacuation of injured or ill students.

**3. Chronic Illness**

Parents may request individual health plans (IHP) for chronically ill students. Upon parent request, the principal or principal's designee will contact the school nurse to develop and implement a plan that addresses daily management and potential emergency situations related to the student's health condition.

- a. A copy of the health plan will be maintained in an accessible location designated by the principal.
- b. The plan will be shared with specific staff members who work directly with the student and with those who have a need to know.
- c. If the parent disagrees with the plan, it is the parent's responsibility to have a substitute health plan or emergency plan prepared by and signed by the student's physician. Parent must give written consent for the plan and give the plan to the school nurse and principal. The school system has the right to reject any plan that is not consistent with professional standards of health care as judged by the school nurse (RN).

**4. Common Student Health Problems**

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A parent/guardian or emergency contact should be notified when a student is ill or has a serious injury while at school. To provide guidance, parent contact should be made in the following situations, but the list is not all-inclusive.

- a. Temperature of 101 degrees or higher.
- b. Temperature of 100 degrees or higher when accompanied by other indicators of illness such as a headache, nausea, vomiting, abdominal pain, malaise, rash, respiratory symptoms, or known exposure to communicable disease.
- c. Severe abdominal pain.
- d. Nausea, vomiting, and diarrhea, if persistent.
- e. Injury where there is swelling, severe pain, or question of a sprain or broken bone.
- f. Injury where there is a lot of bleeding or if the bleeding does not stop in a short time.
- g. Eye injury.
- h. Animal bite.
- i. Burns.
- j. Head injury.
- k. Poisoning.
- l. Any problem about which there is concern.

### **5. Documentation and Follow-up of Injuries/Illness**

A Columbus County Schools Incident Report will be completed, with a copy given to the school nurse and kept on file at the school and the central office. The incident report forms are available in each school office.

- a. Principals will inform the school nurse, if available, or designated first responders immediately of any serious illness or injury suffered by a student or employee while under jurisdiction of the school.
- b. The teacher or other staff member responsible for a student or who witnessed an injury should complete the form.
- c. Injuries should be carefully documented to preclude misinformation related to the event.
- d. A form should always be completed if the student misses ½ day of school or more, sees a doctor or goes to the emergency room, or involves EMS.
- e. All incidents involving a head injury should be documented carefully. A parent/guardian should be notified, as head injury symptoms may not manifest until later.
- f. Ingestion of poisonous substances should be managed in accordance with recommendation of the Poison Control Center. (1-800-222-1222)
- g. All animal bites should be reported to the proper authorities after emergency care has been given.

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**INCIDENT REPORT**

**This report should be completed on an as needed basis and in the superintendent's office within three days of a reportable incident.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_ Location: \_\_\_\_\_

Was anyone hurt? (Give name, address, phone number) \_\_\_\_\_

\_\_\_\_\_

Describe what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was emergency medical attention given? \_\_\_\_\_

Was there any property damage? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Name of person in charge \_\_\_\_\_

Was school policy followed? \_\_\_\_\_

Was law enforcement called? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
School Signature/Date

School Nurse Follow-up:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_