

**The School Board of Leon County
Administrative Procedures**

Procedures posted on this site reflect current administrative practice in Leon County Schools. Other administrative procedures may be found at <http://www.planning.leon.k12.fl.us/Procedures/Index.html>.

5340A - HANDLING OF STUDENT ACCIDENTS/ILLNESSES

In the event of a student accident or illness, staff members shall:

- A. Assess the situation to determine if first aid can be safely provided by the school or if a 911 call is required to provide emergency care. If the school can safely provide first aid, refer to AP [5340B](#) for procedures. If any doubt exists regarding the ability of school health room and/or school staff to care for the student, call 911 and request an ambulance. If school health room staff have not been involved during the 911 call, request their assistance once the call has been made. The decision regarding transporting a student to the hospital via ambulance shall be made by the EMS staff and the parent, if the parent is present at the school. If the parent is not present, the EMS staff will determine the need for transport to the local hospital.
- B. Indicate the following when a 911 call is made and be sure to hang up last:
 1. where the emergency situation is located (include cross streets if applicable);
 2. telephone number where person knowledgeable of the situation can be reached;
 3. brief description of what happened;
 4. how many persons need help;
 5. what has been done or is being done for the victim(s).
- C. Report the incident to the Principal as soon as possible. The Principal shall call the District Security Center at 922-5437 to report the incident immediately. If school health room staff have not been involved, report the situation to that staff as well.
- D. Contact parents immediately if the accident indicates professional medical care is required and notify the parents as soon as possible by telephone or written notice for other situations.

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AP [5330](#) and AP 5330A.

Records are to be kept on all injuries requiring medical attention that occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities. Record such injuries requiring medical attention on the Student Incident/Accident Form 5340 F1, as soon as possible and submit it to the Principal. A copy of the Student Incident/Accident Form 5340 F1 shall be also submitted to the District Risk Management office in the event of serious injuries (911 calls, parent transports to medical professional, and/or others as required by the principal).

Each Principal shall prepare in-building procedures for dealing with illness at school that require prompt attention to the child and proper communication with the parents.

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