

# DUVAL COUNTY PUBLIC SCHOOLS

## Action to be Taken in the Event of Injury, Accident or Illness

### **Action to be taken in the event of an accident, injury or serious illness beyond the usual clinic first aid visit:**

1. Remain calm and assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic or violence.
2. A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives.
3. Send word to the person designated to handle emergencies. This person will take charge of the emergency and render any further first aid needed.
4. Arrange for transportation of the student by Emergency Medical Services (9-1-1) if necessary.
5. Notify the principal and parent/legal guardian. If the parent/legal guardian cannot be reached, notify an emergency contact on the Emergency Contact Information form.
6. Do NOT give medications unless there has been prior approval by the student's parent or legal guardian and health care provider according to school board policy.
7. Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety.
8. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported to the principal or the person designated by the principal or the acting principal.
9. All accidents and injuries must be reported via the Johns Eastern Website.
10. Payment for such medical care shall be the responsibility of the parent/legal guardian of the injured or ill student.