

In the event a student becomes injured or develops a sudden illness, the parent/guardian or emergency contact person must be contacted to pick up the student or to meet the student at a medical facility.

Therefore, parent(s)/guardian(s) of every student will be required to provide the following emergency information:

- Parent(s)/guardian(s)' physical home/work address during the school day and a phone number during the school day;
- Name and phone number of a relative or neighbor who may be contacted in an emergency during the school day; and
- Information concerning a student's particular physical disability or medical condition.

This information will be required annually and will be kept on file.

In the event of injury or sudden illness to a student, the parent(s)/guardian(s) will be notified whether to pick up the student at school or meet the student at a medical facility. If the parent(s)/guardian(s) cannot be reached, the student will be transported to the nearest appropriate medical facility. All medical expenses including EMS transportation will be the responsibility of the parent(s)/guardian(s). Efforts to notify the parent(s)/guardian(s) and/or emergency contact person(s) will continue until someone is contacted.

Principals/designees will inform the superintendent immediately of any injury/sudden illness suffered by a student while under the jurisdiction of the school. A report of the student's injury/sudden illness will be filled out by the supervisor of the student and/or eyewitness of the injury/sudden illness and will be filed in the principal's office. Forms for reporting injuries/sudden illnesses are available from the office of the school health nurse and/or the principal.

No student will be taken home in an emergency situation or sent home unless a parent/guardian or someone designated by the parent(s)/guardian(s) is at home to accept responsibility for the student.

Parent(s)/guardian(s) who object to the procedures contained in this policy are responsible for submitting to the principal a written emergency plan for the principal's approval.

APPROVED BY BOARD  
AND EFFECTIVE 5/21/07