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| **Germantown Municipal School District** | | | |
| Monitoring:  **Review: Annually, in October** | Descriptor Term:  **Student Accident Report** | Descriptor Code:  **6.416** | Issued Date:  **11/12/19** |
| Rescinds:  **6.416** | Issued:  **03/06/17** |

If a student suffers an injury, the staff member in charge shall have the responsibility to render first aid or ensure that it is rendered. Any accident or injury shall be immediately reported to the principal.

The report will include the student’s name, date of the accident, an explanation of the accident, and care used in treating the individual. These reports will be filed in the school nurse’s office for one year and then moved to the Office of Student Services for long-term storage.

In the event of serious injury or illness to a student, the parent(s)/guardian(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parents(s)/guardian(s) cannot be reached, the student will be transported to the hospital emergency room. Efforts to notify the parents(s)/guardian(s) will continue until they are reached.

Principals will inform the Office of Student Services immediately of any serious injuries suffered by students while under the jurisdiction of the school. A report of each accident taking place in a school will be filed in both the school nurse’s office and the Office of Student Services. Forms for reporting accidents will be made available from the Office of Student Services.

No student will be taken and left at home or sent home unless a parent/guardian or someone designated by the parent(s)/guardian(s) is at home to accept the responsibility of the student.

Parent(s)/guardian(s) who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his/her approval.