

**FIRST AID**

"FIRST AID" IS DEFINED AS THE EMERGENCY CARE OR TREATMENT GIVEN TO AN ILL OR INJURED PERSON BEFORE REGULAR MEDICAL AID CAN BE OBTAINED. THE SCHOOL DISTRICT SHALL ESTABLISH AND MAINTAIN A SYSTEM TO PROVIDE EMERGENCY CARE TO ILL OR INJURED STUDENTS AND/OR PERSONNEL.

Authority: FS 230.22  
FS 402.32  
FAC 10D-84.17  
FS 232.246  
FS 235.06  
FS 233.067

Policy Adopted: 11/13/69; 1/20/04  
Policy Readopted: 9/5/74; 7/19/94

Rules Amended: 9/18/75; 7/19/94; 8/15/95

**RULES:**

**I. TRAINED PERSONNEL AND RESOURCES**

- A. Each school and district facility shall have a minimum of two individuals with current certification in First Aid and CPR/AED.
- B. Each school shall annually provide professional development and training to all faculty and staff on Universal Precautions.
- C. Each school shall maintain a copy of the Health Services Manual, available from Health Education Services, and the Emergency Preparedness Manual, available from the Safety Department or on-line at [www.broward.k12.fl.us/safetydepartment](http://www.broward.k12.fl.us/safetydepartment).
- D. Any school considering the purchase of or accepting a donation of AED equipment should first consult with the Safety Department.

**II. FIRST AID SUPPLIES/HEALTH ROOM**

- A. Schools shall provide the required first aid supplies. The First Aid Section of the Health Services Manual lists the necessary supplies and designated locations for which First Aid Kits are required.
- B. Each school shall have a designated area to be used solely as a health room/clinic, which shall be located on the ground floor and is accessible according to the American Disabilities Act (ADA).

**III. EMERGENCY INFORMATION/PROCEDURES**

- A. Most emergencies happening at school are not life threatening. However, the possibility that one might occur requires that everyone working in a school know what categories of emergencies require immediate treatment. All school personnel should know how to access 9-1-1. At a minimum, Emergency Information Posters need to be displayed in the health room, the main office, the cafeteria and the physical education areas of the school. All information on the poster must be current. Emergency Information and 9-1-1 Posters are available from the Safety Department or on line at [www.broward.k12.fl.us/safetydept](http://www.broward.k12.fl.us/safetydept).
- B. Everyone in a school should know the following 9-1-1 procedures:
  - 1. Obtain an outside line and dial 9-1-1.
  - 2. Begin CPR/AED or administer First Aid; call the parent/guardian or the designee listed on the student's emergency card.
  - 3. Call the principal/district department head who will notify Senior Management.
  - 4. Complete a Student Accident Report on the AS 400 screen on-line, and follow the directions for a 9-1-1 call.
  - 5. If an AED unit is used, notify the Safety Department to request replacement pads.

6. In the event the parent of a seriously ill or injured student cannot be located within a reasonable time, Emergency Medical Services (EMS) will determine if transporting to a local hospital is indicated.
7. If it becomes necessary to take the student to the hospital before the parent or guardian has been located, the principal or designated staff member must accompany the student in the ambulance and remain with the student until the parent or guardian arrives. Designee must be a school board employee.
8. The school representative should bring to the hospital the student's Emergency Information Card and all available information regarding the nature and extent of the injury or illness.
9. If the parent of a student who has suffered a minor accident or illness cannot be located, and the persons listed on the student's emergency card cannot be located, then the student should remain in school until the regular dismissal.
10. A death on the school premises must be reported immediately to the Superintendent, the District's Special Investigative Unit, Risk Management and the proper law enforcement agency.