



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

TRANSPORTATION OF ILL OR INJURED STUDENTS | 5003.3

The following steps shall be followed when a building administrator must decide the mode of transportation to be used to transport a student who has become ill or sustained injuries while in the school environment:

1. When a student is identified by any staff member as ill or injured, the school nurse will be called to assess the nature and severity of the illness or injury.
2. When an illness or injury is determined to be severe or serious, the principal or staff member on the scene will be dispatched to call for ambulance service to transport the student to an appropriate medical treatment facility. The school nurse or staff member will attend to the seriously ill or injured student until trained ambulance or rescue attendants arrive on the scene and assume responsibility for attending to the student. The school nurse or staff member will accompany the student to the medical facility. Immediate efforts will be made to contact the student's parent(s) or guardian(s) to inform them that their child was ill or injured and transported to a medical facility.
3. An incident report should be initiated in accordance with established procedures.
4. If it is determined that a student is not seriously injured but needs medical attention beyond that normally provided by the school nurse, the student will be escorted to the nurse's office. The parent or guardian will be contacted and arrangements will be made by the parent or guardian to pick up and transport their child to the family physician or appropriate medical treatment center.
5. If contact cannot be made with the parent, guardian, or person designated on the Student Emergency Card, the student will be made comfortable, supervised in the nurse's office, and dismissed at the end of the school day in accordance with the normal dismissal routine. The nurse will follow up with a phone contact to the parent(s) or guardian(s) as soon as possible after dismissal.
6. Students shall not be sent home by private transportation unless contact has been made with the child's parent or guardian and assurance is given that a responsible adult will be at the home to receive and supervise the child.
7. Ill or injured students are not to be transported by a staff member unless there is no reasonable alternative under the circumstances.
8. All school nurse assignments and phone numbers shall be posted in each school office. If a nurse is absent or not available, the principal shall contact the designated alternate assigned to each building.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.