

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 511.1  
STUDENTS**

**STUDENT ACCIDENT AND INJURY PROCEDURES**

Purpose

The purpose of this Regulation is to address appropriate responses to student accidents and/or injuries.

Scope

This Regulation applies on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff are present.

Definitions

Healthcare Professional: A School Nurse (RN, EMT, LPN)

Non-Life Threatening Injury: Not endangering the continued life of the student.

Life-Threatening Injury: An injury involving a substantial risk of death; loss or substantial impairment of the function of a bodily member, organ, or mental faculty that is likely to be permanent; or an obvious disfigurement that is likely to be permanent.

Emergency Response Team: The team of individuals at a school site responsible for emergency response and having received training in emergency first aid and CPR/AED (Cardiopulmonary Resuscitation/Automated External Defibrillator).

Head Injury: A head injury can be as mild as a bump, bruise (contusion), or cut on the head, or can be moderate to severe in nature due to a concussion, deep cut or open wound, fractured skull bone(s), or from internal bleeding and damage to the brain. A head injury is a broad term that describes a vast array of injuries that occur to the scalp, skull, brain, and underlying tissue and blood vessels in the head.

Accident and Injury Response on School Property, on School Transportation, or at School Sponsored Events Where School Staff is Present

1. 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, and/or violence.
2. Assess the student to determine whether the situation is an emergency or not. Refer to the Guidelines for School First Aid.

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3. If the student appears to have suffered a non-life threatening injury and does not require immediate emergency medical treatment, notify the Healthcare Professional having responsibility for the site or activity involved, regardless of the initial assessment. A responsible adult should stay at the scene and if willing and able, render first aid until a Healthcare Professional arrives. The Healthcare Professional will take charge of the situation and render any further first aid needed and call for additional resources as required.
4. If the student has lost consciousness resulting from a trauma or appears to be suffering from a life threatening or injury involving substantial bodily harm, call 911 (for an ambulance to the local hospital). Notify the Healthcare Professional having responsibility for the site or activity involved, regardless of the initial assessment. A responsible adult should stay at the scene and if willing and qualified, render first aid until the Emergency Response Team and/or an ambulance arrives.
5. Head injuries, and injuries occurring at athletic events or practices, involve special considerations. Please refer to protocols on concussions, and regulations relating to participation in school sponsored athletic programs. (See Regulation 550)
6. Report all head injuries to a Healthcare Professional. These must be properly assessed and a head injury report form sent home to parents/guardians.
7. Do not move a severely injured or ill student unless absolutely necessary for his or her immediate safety.
8. Under no circumstances should an injured or ill student be sent home without the knowledge and permission of a parent or guardian.
9. If the parent or guardian cannot be reached, notify a parent or guardian substitute and call either the physician or the hospital designated on the STUDENT EMERGENCY/ MEDICAL INFORMATION CARD (in the Student Information System), so they will know to expect the injured student. If necessary, arrange for transportation of the injured student by Emergency Medical Services (EMS).

### Matters to Be Reported

Report the following using the web based reporting tool available on the Safety Services webpage or by calling the Risk Manager:

1. The injury requires the student to leave school or the school-related activity for medical treatment.
2. An ambulance is called, whether or not the student is actually transported.

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3. A parent notifies the school that they have taken their child to a doctor because of an injury occurring at school, on school transportation, or at a school sponsored event.
4. The injury may have been caused by a physical condition of school grounds, equipment, the facility, or by a staff member.
5. A near-miss; meaning an accident not resulting in a significant injury, but under circumstances in which a similar accident or occurrence is likely to occur in the future.

### Implementation Guidelines & Associated Documents

This Regulation aligns with the following CCSD governing documents:

- Regulation 511, Medications
- Guidelines for School First Aid Procedures
- Regulation 550, Management of Concussions and Head Injuries

Adopted: April 15, 1981

Revised: December 26, 2007

October 9, 2012 - Title Change

September 10, 2019 - Title Change, Revisions