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| <b>Students</b> | <b>Section J:</b>                            |                  |             |
|                 | <b>Knox County Board of Education Policy</b> |                  |             |
|                 | Descriptor Term:                             | Descriptor Code: | Issued:     |
|                 | <b>Accidents and Illnesses</b>               | <b>J-420</b>     | <b>7/95</b> |
|                 | Reviewed:                                    | Revised:         |             |
|                 | <b>12/23</b>                                 | <b>4/14</b>      |             |

1 Parent(s) of all students shall provide the schools with the following information:

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- 3 1. Parents' location and phone number during the school day;
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- 5 2. The name, address and phone number of the student's physician(s);
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- 7 3. Directions in the event that medical treatment is needed;
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- 9 4. Pertinent medical information concerning the student.

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11 Parents are required to update their information annually and placed in the student's cumulative record.

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13 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to

14 render first-aid or ensure that it is rendered.

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16 In the event of a suspected serious injury or serious illness to a student, administrators are to call 911. The

17 parent(s) shall be notified. Efforts to notify the parent(s) shall continue until they are reached. A staff

18 member shall accompany student to the emergency room, if a parent is not present.

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20 Principals shall inform the Superintendent immediately of any serious injuries suffered by students while

21 under jurisdiction of the school. A report of each accident, incident or injury taking place in a school will

22 be filed electronically in the offices of both the principal and Health Services. Accident/Incident Forms

23 for reporting accidents are available on line. In all accidents serious enough to require medical attention or

24 requiring the student to be taken home, or in all cases that the staff member in charge deems desirable,

25 reports shall be made and filed as stated above.

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27 No student shall be taken and left at home or sent home unless a parent, or someone designated by the

28 parent(s), is at home to accept the responsibility of the student.

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30 Parents who object to the procedures contained in this policy shall submit to the principal a written

31 emergency plan for his/her approval.

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