

## CHAPTER 5.00 - STUDENTS

### STUDENT INJURIES

5.17

1. Required Response. The following procedure shall be followed when a student is injured at school, on a school bus or while involved in any school sponsored activity:
  - a. School staff should document all student injuries, including student reports of injuries, whether or not there is any sign of injury.
  - b. First aid shall be administered by the first available person with first aid training.
  - c. Discretion shall be used in moving a student.
  - d. Emergency medical services shall be summoned when the student has sustained a serious injury.
  - e. The student's parent(s) or legal guardian shall be notified as soon as possible.
2. Parental Notification. In case of serious injury, if the student's parent(s) or legal guardian cannot be reached, the physician designated by the student's parent(s) or legal guardian shall be notified and instructions followed.
3. Injury Report. School staff who witnessed or investigated the accident shall complete an accident report providing a detailed description of the accident, the injury and a list of witnesses.
4. Other Steps. When professional medical treatment is needed or the injury results in the student's absence in excess of 2 hours, the following steps shall be taken:
  - a. a student accident claim form shall be completed;
  - b. the incident shall be immediately reported to the principal; and
  - c. an accident investigation shall be conducted by the principal's designee.
5. Serious Injury. The principal shall make a prompt report to the Superintendent of any serious injury.
6. Delegation of Authority. The Superintendent is authorized to enact procedures and guidelines to interpret and implement this rule.

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**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.43, 1006.07, 1006.08,  
1006.09, F.S.**

**HISTORY:**

**Adopted:  
Revised: 01/11/05; \_\_/\_\_/26**