



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Students

### Accidents

#### 1. Purpose and Scope

Each building principal shall be responsible for the implementation of staff rules and regulations with respect to public safety and the reporting and caring of individuals who may be injured or become ill on campus or while involved in school-sponsored activities.

#### 2. Regulation

To provide emergency services for those who become ill or injured while involved in a school-sponsored activity, the following procedures will be implemented:

##### A. Health Information

For the protection of a student's health and welfare, the principal is required to keep current at the student's school of attendance emergency information including home address, home telephone number, business address and telephone number of the parents or guardian and the name, address and telephone number of a relative or friend who is authorized to care for the student in an emergency situation if the parent or legal guardian cannot be reached.

##### B. Emergency Procedures

- (1) An adult member of the staff responsible for the supervision of an injured or ill student or witness to an accident causing injury to an individual shall administer prudent first aid.
- (2) If the injury or illness occurs on campus, phone or send immediately for the school nurse or administrator in charge.
- (3) If circumstances warrant, public paramedics shall be called to administer services.
- (4) The parent or guardian of an injured or ill student shall be called to determine mode of transportation home, doctor's office or hospital according to parent's desire. If the parent or guardian cannot be reached, school authorities

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may provide for reasonable medical treatment of an injured or ill student unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid.

- (5) In the event of injury or illness to a party other than a student, the individual may be questioned to determine transportation needs. If the individual is unconscious, paramedics should be utilized or a private ambulance summoned.
- (6) The school employee handling the case must make it clear to the parents or injured party, if other than a student, that the school district does not assume any financial responsibility for medical or transportation services.
- (7) In the case of serious accident or illness, the building principal and district Superintendent should be notified immediately.

C. Reporting

- (1) An official accident, unusual incident or Workman's Compensation report shall be filed within twenty-four (24) hours by the school official, teacher, or responsible adult in attendance at the accident.
- (2) Any public statement concerning accidents shall be the responsibility of the principal subject to the advice and assistance of the Superintendent. Teachers or other school officials shall restrict their statements to the accident report.
- (3) Whenever it is brought to the attention of a school employee that a student under the age of 18 has a physical injury or injuries which appear to have been inflicted upon him or her by other than accidental means by any person or that the student has been sexually molested, the employee shall report by telephone and in writing to the

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local police authority having jurisdiction and the juvenile probation department. The report shall state, if known, the name of the student, his/her whereabouts and the character and extent of the injuries or molestation.

- (4) In addition, whenever a student is physically abused, a Child Abuse Report Registry Record (Department of Justice #22 558572) shall be completed and reported to the Child Abuse Registry within thirty-six (36) hours.