



# TOMS RIVER REGIONAL SCHOOLS

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## SECTION J CHAPTER G-4

### INJURED PUPIL POLICY

In accordance with the New Jersey Administrative Code 6:29-2.3 "Boards of Education shall adopt rules and a program of procedures for care of pupils injured at school and shall require that such rules and programs be explained at the beginning of each school year to all employees and that copies be posted in each school at points conveniently accessible to the personnel."

The following shall be Board of Education Policy:

A. Pupils injured during the school day:

The staff member in charge of the pupil at the time the injury occurs shall immediately notify the school nurse and a building administrator.

If the nurse believes it to be warranted, she or the school administrator will immediately notify the parent or the parent's designee.

In the event that the pupil is sent to the hospital, the nurse/ school administrator or delegate will accompany the pupil and remain with the pupil until the parent or the guardian arrives.

B. Pupil injured at school before or after school hours:

If a school nurse is not available, the following procedures will apply:

1. The staff member or administrator must make an appraisal of the seriousness of the injury. If there is any doubt, the injured pupil must be seen by professional medical personnel.
2. The staff member in charge of the pupil at the time of the injury shall immediately notify a building administrator. If no administrator is available, a fellow staff member will be notified. In the event that the staff member is alone, the activities to be terminated and at his discretion, either he or a responsible pupil will notify the First Aid Squad and the parent or the parents designee. In the event that the injured student is transported to the hospital, he will be accompanied by

## Injured pupil policy

a staff member who will remain with the injured pupil until the arrival of parent or guardian. If, of necessity, it is the staff member in charge of the activity who accompanies the injured pupil, the team captain or other responsible pupil will terminate the activity and dismiss all pupils involved.

### C. Pupil injured away from the school district:

Every staff member who takes a group of pupils outside of the district with the exception of an education trip that takes place during the normal school hours, shall have in his possession a list of all pupils making the trip, their addresses and phone numbers.

Whenever a pupil is injured while participating an activity away from the school district and the injury required medical attention, the staff member, or in the absence of same, a staff member of the host school, shall accompany the injured pupil to the hospital. In addition, a building administrator of this district shall be immediately notified and he shall notify the parent or the parent's designee. When no administrator is available, the staff member in charge, shall notify the parents of the injured pupil. Whenever telephone contact with the parents is impossible, the staff member in charge shall use the police department of the appropriate municipality to help establish contact.

If there is only one staff member present and that staff member must remain with the injured pupil, the team captain or other responsible person shall terminate the activity and take the pupils back to their home school.

### D. Injured pupil from other school districts

All employees shall extend all possible help and assistance to visiting staff members of other school districts in the event that one of their pupils is injured.

### E. Pupils with gym restrictions due to injury or illness

Any pupil who is not allowed to participate in gym may not go outside for recess or sports

Any pupil who has an immobilizing device e.g. splint, ace bandage, cast, cannot participate in gym or recess.

A doctor's note is required to return to participation in gym and recess.

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