

ILLNESSES AND ACCIDENTS

USE OF THE THE HEALTH OFFICE

1. **Function**

- A. Assuming responsibility for all but minor first aid.
- B. Excluding ill students.
- C. Referring students for appropriate medial and dental care as needed.
- D. Informing teachers of student health problems that may need special classroom management.
- E. Maintaining required records.

2. **Referral**

- A. Immediate Need: Student must have a signed, dated, timed pass with destination and immediate problem.
- B. Non-immediate Need: Written referral is placed in the nurse's mailbox for later action.
- C. Referrals and passes will be returned by the student or put in your mailbox.

3. **Serious Accident**

- A. Render immediate first aid as necessary; i.e. do not move victim, stop bleeding, start artificial respiration.
- B. Stay with the victim and send someone to notify the Main Office
- C. A "911" call is to be made by the office staff.
- D. Parents will be notified by the nurse or office staff.
- E. The "Accident Report" will be completed by the staff member rendering the first aid.

4. **Medication**

- A. No student may be in possession of medication at school.
- B. All medication must be kept in the Health Office under lock and key and administered by the nurse or designated office staff member.
- C. No medication may be administered by the nurse without a signed note from a doctor.

5. **Repeat Referrals**
 - A. Mark in your roll book when a student is sent to the Health Office.
 - B. When you feel that a pupil is "visiting" the Health Office too often, or has a serious pattern of visits, refer the matter to the nurse.

6. **Accident Reports**
 - A. In case of a student accident, the required forms are kept in the Health Office. The supervising adult is required to complete the section describing the accident and sign the form.
 - B. In case of faculty accident, the form is kept in the Main Office. It is imperative that the Principal be informed of any faculty accident and that in case of possible physical injury, the faculty member is checked at the Health Office.

7. **Referral Resources**
 - A. Really ill students are processed through the Health Office. A parent or other designated adult must be reached before pupil may be sent home.
 - B. The nurse is familiar with the available community resources and works with students and their families to secure proper care. Clinic referrals should be made with the knowledge of the nurse and recorded on the health card.

8. **Green Confidential Health Cards**
 - A. Green Health Cards are circulated to notify teachers and counselors of special health problems, such as hearing or sight defects requiring special seating, medication, etc. These defects should be noted in the roll book.

9. **Emergency Cards**
 - A. Emergency cards are kept in the Main Office.

10. **Readmission**
 - A. All students absent five days or more for health reasons are sent to the Health Office before being readmitted to school. All students with casts or canes or crutches must go through the Health Office even if out less than five days. A statement of responsibility must be signed by both the parent and the student if the student is to attend classes.

INFECTIOUS DISEASES

Cleaning up body fluids, nose bleeds, excretions, secretions and discharges (blood, feces, urine, vomitus, saliva, and discharges.)

1. Place all possible contaminated materials, including all of the above discharges, in double plastic bags and seal them for proper disposal. **NEVER REUSE BAGS.** Do not use cloth laundry bags.
2. Wear disposable gloves if you have open lesions or breaks in the skin and/or if protocol demands their use. Use gloves only one time and then dispose of them in the proper manner. Remove a glove by grasping the cuff and then stripping it off by turning it inside out. Wash your hands after removing the gloves.
3. Wipe up any possible infectious materials with paper towels and dispose of it in the proper manner. If sawdust is used to clean up vomitus, dispose of it in the same manner as any other contaminated materials.
4. Clean all contaminated areas and materials with soap and water or a detergent.

You should keep a pair of gloves in your classroom first aid kit.

ACCIDENT PROCEDURES

Follow the procedures below in case of accident to students

1. Report all accidents to the nurse's office as soon as possible.
2. Extreme caution should be exercised in the following instances:
 - Head injuries
 - Back injuries
 - Possible fractures

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

The injured child should not be moved, but should be kept warm to prevent shock. Send another student to the Health Office to get the nurse or an administrator. A crowd should not be permitted to gather. Encourage other students to return to their activities.

3. In cases of severe bleeding, attempt to control it by either direct pressure or use of pressure points.
4. In cases of minor injuries (minor cuts, abrasions, etc.,) send the injured student to the Health Office.
5. If you have witnessed an accident, or were on duty when one occurred, you are to complete an "Accident Report" form which will be available in the Health or Main Office. To fill out the form (1) get the facts, (2) get witnesses, and (3) take statements. **(See Appendix, page 24)**
6. Do not discuss any accident with anyone other than an official representative of the school district. If in doubt, ask the principal.
7. A first aid kit is located in the nurse's office, and small kits will be given to each teacher. Keep this kit in the lower right hand drawer of your desk.

ACCIDENT PROCEDURES for ADULT STAFF MEMBERS **LAUSD SELF-INSURED WORKER'S COMPENSATION PROGRAM**

1. Report any and all injury immediately to the School Administrative Assistant (SAA), nurse and principal.
2. Obtain "Employees Report of Occupational Injury or Illness" form from the SAA. Complete and return it to the Main Office.
3. The SAA will complete the "Medical Service Order" and give directions to an **Approved Medical Facility**.
4. Report to the SAA if it is necessary for you to be absent from school.

VAN NUYS MIDDLE SCHOOL FACULTY HANDBOOK

5. If you are out of school for ANY AMOUNT OF TIME for industrial injury or illness, you must have medical approval from either LAUSD Health Services or an LAUSD approved compensation physician. The Principal will determine which approval is necessary.

6. PERSONAL PHYSICIANS WILL NOT BE REIMBURSED FOR SERVICES RELATED TO INDUSTRIAL INJURY OR ILLNESS.
7. Back injury requires an additional form. These are available from the SAA.