

ADMINISTRATIVE PROCEDURES

JGFG

STUDENTS ACCIDENTS AND ILLNESS

AUGUST 6, 2018
JUNE 17, 2024

1. **Emergency Care Card Information**- ~~An emergency care card will be distributed to each student at the beginning of each school year. This must be returned as soon as possible by the parent or guardian.~~ **Fall enrollment confirmation in Parent Connect should be updated each school year by the student's parent/guardian. The card information in the District's student information system will identify the student's name, address, phone number, legal guardian(s) with whom the student resides and how they can be reached both at home and at work, and health alerts for the student. Names, addresses, and phone numbers of people who live near the school and who can take care of the student if the parents/guardians cannot be reached will also be requested. The parents will authorize emergency treatment at the nearest hospital if no one can be reached and the student needs immediate attention. In addition to the fall enrollment confirmation process, all new registrants throughout the school year will complete the aforementioned information. ~~should be given one of these cards to fill out.~~**

~~The emergency care card~~ **For emergency purposes, school offices should print a copy of the emergency care form from the District's Student Information System. will be filed in the principal's office in the elementary and middle schools and in the office of the assistant principal for attendance in the high schools.**

2. **Initial Report** - Any student injury ~~or illness~~ which occurs on school property must be recorded on the student injury report and submitted to the office of Elementary or Secondary Education.
3. **Sending Students Home** - A student who cannot stay at school should be sent to the appropriate office until arrangements can be made to get the student home. If a parent/guardian cannot be reached, a person listed ~~on-in the emergency care card-student information system as an emergency contact~~ may be contacted. No elementary school student should be permitted to go home alone.
4. **Student Injury Report** - The most appropriate person (the teacher, building administrator, secretary, or other school employee) will complete a Student Injury Report **using Informed K-12**, no later than the next school day for the following circumstances:
 - a. Fractures
 - b. Severe blow to the head
 - c. Continuing hemorrhage
 - d. Accidental loss of tooth
 - e. Fainting, unconsciousness, seizures
 - f. Illness or injury severe enough to cause student to be transported to a physician's office or to a hospital

The general guideline, "**If in doubt, fill it out,**" should be followed. ~~The original form will be sent to the office of Elementary or Secondary Education. A copy will be retained in the school office of Elementary or Secondary Education for at least two years. An additional copy may also be stored in the student's file.~~ **The forms are stored based on the Michigan Records Retention and Disposal Schedule for Michigan Public Schools.** The Finance Office will forward a copy to MAISL when requested.

5. **Returning to School** – Usually for minor illnesses the principal should accept the judgment of the parent/**guardian** as to when the student is able to return to school. If there is a question, or in the cases of highly contagious or serious illnesses, the principal should be guided by the Managing Communicable Diseases in Schools manual prepared by the Michigan Department of Education and the Michigan Department of Health & Human Services, **and a notice of exposure letter is sent home to the affected grade level.** A physician's authorization may be required before the student is readmitted.

6. **Limits on Participating in School Program** - ~~The principal may require a physician's authorization for a request to exclude a student from portions of the school program for a period longer than three calendar days.~~ **A physician's authorization is required when a parent requests to exclude a student from portions of the school program (i.e., elementary recess, P.E. class) for a period longer than three calendar days.**

CROSS REF.: Michigan Department of Health & Human Services – Managing Communicable Diseases in Schools