

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 25, 2003
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Superintendent’s Rule 2352 – Accidents/Medical Emergencies
ORIGINATOR: J. Robert Haines, Deputy Superintendent

RESOURCE PERSON(S): Rita Fromm, Executive Director, Planning and Support Operations

INFORMATION

Rule 2352– Accidents/Medical Emergencies – is presented to the Board of Education for information.

Estimated Operating Funds Fiscal Impact: \$ N/A for FY _____
Possible Funding Source: _____

JRH/dd

Attachment I – Rule 2352 – Accidents/Medical Emergencies

ADMINISTRATION: Administrative operations

Accidents/Medical EmergenciesA. Definition

Medical emergency is any health-related episode that involves students, school employees, STUDENT TEACHERS, STUDENT INTERNS, volunteers, and visitors THAT [which] occurs during the school or work day and requires [transport to a hospital or source of emergency care] MEDICAL ATTENTION, OR THAT THE INDIVIDUAL BE SENT HOME OR TRANSPORTED TO A HOSPITAL OR OTHER SOURCE OF EMERGENCY CARE.

- B.** School nurses are responsible for rendering emergency care to all students, school employees, and visitors who need first aid and/or emergency care for health problems THAT OCCUR ON A SCHOOL-SITE during the school day.

C. Students

1. A Baltimore County Public Schools Standard Accident Report Form, BEBCO 49-615-8, is to be completed after any accident or medical emergency involving a student if the student is sent home from school following emergency care or seeks medical evaluation or treatment as a result of the accident or medical emergency, or misses more than a half-day of school as a result of the accident or medical emergency. The accident or medical emergency may occur in school, on a school property or school buses, during a field trip, or other school-sponsored activities.
2. Completion of the Student Accident Form is the responsibility of the school administrator or designee. The report shall be completed in accordance with procedures outlined in the [Emergency Procedures and Safety Manual] CRITICAL RESPONSE AND SCHOOL EMERGENCY SAFETY MANAGEMENT GUIDE and The Manual of School Health Nursing Practice.
 - A copy of the student's accident report shall be filed in the student's health record and maintained according to student record maintenance procedures.
 - The white copy of the form is to be used for the initial handwritten report. The canary copy of the form is to be typed, signed, and retained in the student's health record. The pink copy is to be forwarded to the Office of [Employee Benefits and] Risk Management within 72 hours of the accident or medical emergency.

- The [Area Superintendent's Office] APPROPRIATE EXECUTIVE DIRECTOR, THE OFFICE OF RISK MANAGEMENT and the Office of Health Services shall be notified immediately or within 24 hours if the student or school employee is sent directly to the hospital by ambulance from school.
- All student who are involved in an accident in a Baltimore County Public Schools' OWNED OR LEASED vehicle and do not meet the criteria for immediate medical attention should be referred to the school nurse by the administrator or designee to be assessed immediately or on the day the accident occurred or the next school day. The school shall complete the reporting form for vehicle accidents involving students and send it to the Office of [Employee Benefits and] Risk Management within 72 hours.

D. Employees, Volunteers, [and] Student Teachers AND STUDENT INTERNS

1. Workers' Compensation procedures outlined in the [Emergency Procedures and Safety Manual] CRITICAL RESPONSE AND SCHOOL EMERGENCY SAFETY MANAGEMENT GUIDE shall be followed for all employees, volunteers, student teachers, and student interns who have received first aid and/or medical intervention for a work-related accident or medical emergency.
2. During school/work hours
 - All accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the building administrator/designee by the school nurse. A First Report Form for Workers' Compensation shall be completed by the [site-based disability manager] DESIGNATED SITE-BASED LIAISON and faxed to the Workers' Compensation Claims Unit within 24 hours.
 - All accidents/medical emergencies [which] THAT do not involve the school nurse shall be reported to the building administrator/designee by the employee, volunteer, or student teacher/intern. A First Report Form for Workers' Compensation shall be completed by the [site-based disability manager] DESIGNATED SITE-BASED LIAISON and faxed to the Workers' Compensation Claims Unit within 24 hours.
3. After school/work hours
 - Accidents/medical emergencies shall be reported by the employee, volunteer, or student teacher/intern to the building administrator/designee or appropriate office/supervisory personnel within 24 hours. A First Report Form for Workers' Compensation shall be completed by the [site-based disability

manager] DESIGNATED SITE-BASED LIAISON and faxed to the Workers' Compensation Claims Unit within 24 hours.

- The [Area Office] APPROPRIATE EXECUTIVE DIRECTOR, the Office of Health Services, and the Office of [Employee Benefits and] Risk Management shall be notified immediately or within 24 hours by the school nurse if the employee, volunteer or student/teacher/intern is sent directly to the hospital from the school by ambulance.

E. Visitors

1. During school/work hours

- ALL [A]accidents/medical emergencies in which the school nurse renders care or is consulted regarding care shall be reported to the building administrator/designee by the school nurse. All information shall be recorded on [The Incident Report for Bodily Injury] **BODILY INJURY REPORT FORM FOR VISITORS/GENERAL PUBLIC**. The completed form shall be mailed or faxed as soon as possible to the Office of [Employee Benefits and] Risk Management. Visitors shall be given the telephone number of the Office of [Employee Benefits and] Risk Management by the building administrator or designee for any follow-up concerns.
- The [Area Office] APPROPRIATE EXECUTIVE DIRECTOR, the Office of Health Services, and the Office of [Employee Benefits and] Risk Management shall be notified immediately or within 24 hours by the school nurse if the visitor is sent directly to the hospital from the school by ambulance AND BY THE BUILDING ADMINISTRATOR OR DESIGNEE IF THE VISITOR IS SENT DIRECTLY TO THE HOSPITAL FROM AN OFFICE SITE BY AMBULANCE.

2. After school/work hours

- Accidents/medical emergencies shall be reported by the visitor OR BOARD OF EDUCATION EMPLOYEE WHO IS PRESENT to the Office of Security. The Office of Security will then report all accidents to the building administrator or designee within 24 hours of the accident. The Office of Security shall record all information on [The Incident Report for Bodily Injury] **BODILY INJURY REPORT FORM FOR VISITORS/GENERAL PUBLIC** and mail or fax to the Office

of [Employee Benefits and] Risk Management. Visitors shall be given the telephone number of the Office of [Employee Benefits and] Risk Management by the Office of Security for any follow-up concerns.

- The [Area Office] APPROPRIATE EXECUTIVE DIRECTOR, the Office of Health Services, and the Office of [Employee Benefits and] Risk Management shall be notified by the building administrator/designee within 24 hours if the visitor is sent directly to the hospital from school OR AN OFFICE SITE by ambulance.

E. Vehicular Accidents

All vehicular accidents which occur with Board owned or leased vehicles shall be reported immediately to the Office of Transportation.

Rule

Adopted: 8/14/75

Revised: 4/9/81

Revised 11/9/99

Revised :

Superintendent of Schools