

Benton County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Emergency Contact Information	Descriptor Code: 6.410	Issued Date: 11/04/13
		Rescinds: 6.410	Issued: 07/05/05

1 Parent(s) of all students shall provide the schools with medical authorization which shall contain the fol-
2 lowing information:

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- 4 1. Parents' location and phone number during the school day;
- 5 2. The name, address and phone number of the student's physician(s);
- 6 3. Directions in the event that medical treatment is needed; and
- 7 4. Information concerning a student's particular physical disability or medical condition.
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9 The authorization will be required annually and will be kept on file in the principal's office.

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11 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to
12 render first-aid or ensure that it is rendered.

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14 In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up
15 the child at school or meet the child at the hospital.

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17 If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the
18 physician identified by the parent(s) on the emergency medical authorization form will be notified of the
19 accident. Efforts to notify the parent(s) will continue until they are reached.

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21 Principals will inform the Director of School immediately of any serious injuries suffered by students
22 while under the jurisdiction of the school. A report of each accident taking place in a school will be filed
23 in the offices of both the principal and the Director of Schools. Forms for reporting accidents will be made
24 available from the office of the Director.

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26 In all accidents serious enough to require medical attention or requiring the student to be taken home, or in
27 all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

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29 No student will be taken and left at home or sent home unless a parent, or someone designated by the
30 parent(s) is at home to accept the responsibility of the student.

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32 Parents who object to the procedures contained in this policy shall submit to the principal a written emer-
33 gency plan for his/her approval.

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