

# Hancock County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Emergency Contact Information</b>	Descriptor Code: <b>6.410</b>	Issued Date: <b>08/06/15</b>
		Rescinds:	Issued:

1 Parent(s) of all students shall provide the schools with emergency contact information which shall con-  
2 tain the following information:

- 3 1. Parents' location and phone numbers during the school day;
- 4 2. The name, address and phone number of the student's physician(s);
- 5 3. Directions in the event that medical treatment is needed;
- 6 4. Information concerning a student's particular physical disability or medical condition.

7 This information shall be required annually and shall be kept on file in the principal's office.

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

10 In the event of serious injury or illness to a student, the parent(s) shall be notified as whether to pick up  
11 the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student shall  
12 be transported to the hospital emergency room and the physician identified by the parent(s) on the  
13 emergency medical authorization form shall be notified of the accident. Efforts to notify the parent(s)  
14 shall continue until they are reached.

15 Principals shall inform the director of schools immediately of any serious injuries suffered by students  
16 while under the jurisdiction of the school.

17 Parents who object to the procedures contained in this policy shall submit to the principal a written  
18 emergency plan for his approval.

19 The director of schools shall develop forms and procedures to implement this policy.