

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6371

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CATEGORY: **Students, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **Illness and Minor Injuries**

REVISED: **6-27-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed in case of a student’s illness, when he/she is in school *or on the way to or from school*.
2. **Related Procedures:**

Child abuse (nonaccidental physical injury) .....	6370
Communicable disease control .....	6360
Employee liability .....	7180
First aid inservice training .....	7071
Injury/illness, student .....	EP 07
Leaving school grounds, K-6 .....	6155
Leaving school grounds, 7-12 .....	6156
Medication .....	6372
Preregistration and registration, K-6 .....	6120
Preregistration and registration, 7-12 .....	6123
Release of student information .....	6525
Student accident insurance .....	6310

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G–2000, H–7600, I–4400; Education Code Sections 35208, 35350, 49407, 49408, 49451, 49470–49474; California Code of Regulations, Title 5, Section 202.
2. **Policy.** All school personnel who have daily contact with students are required to take district-planned first aid lessons unless personnel hold a valid Red Cross first aid certificate issued within the last three years (Procedure. 7071).

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Office, Student Services Division, Office of Instructional Support.
2. **Regulations**
  - a. No school employee shall diagnose, prescribe, or treat, other than to render appropriate first aid. The exception to this regulation would be licensed medical/nursing personnel who are qualified to render service appropriate to

their licensure and certification. Medical/nursing staff will provide services following approved protocols set forth by the Nursing and Wellness Office, Student Services Division.

- b. **An emergency procedures poster** must be posted permanently in each classroom, school office, custodial room, nurse's office, and in other appropriate locations and must be filed in the principal's office (E.4.).
  - c. The district may be liable for injuries to students when negligence is proven (Procedure 7180).
  - d. *Under no condition is a student to be sent or taken home unless a parent/guardian or other responsible adult has authorized the action and is prepared to supervise the child.*
3. **Insurance.** The Board of Education has made available to parents/guardians a voluntary group accident insurance plan that provides compensation for accidents to children at school or while going to or from school; parents/guardians pay premiums for this coverage (Procedure 6310).
4. **Exemption from physical screening** must be granted a student (except those suspected of having a communicable disease) when requested in writing by a parent/guardian (Procedure 6120 for elementary; 6123 for secondary). The school shall file exemption statements as submitted; minor first aid is *not* administered to students who have physical screening exemption statements on file. *Physical screening exemption statements do not apply in cases of serious injury.*
5. **Excuses From Physical Education.** A teacher may excuse a student from physical education because of an illness for one, two, or three consecutive days. (*Verbal requests* from students must be weighed in terms of a student's past performance and behavior.) Students who frequently present requests for excuses from physical education for short periods of time should be advised to have a medical examination.
  - a. **Up to ten consecutive days'** excuse from physical education participation may be authorized by the nurse.
  - b. **More than ten consecutive days'** excuse from physical education participation requires authorization by a family physician or health advisor; contacts with parents/guardians in these cases should be made by the nurse as designated. Long-term excuses from physical education generally should be renewed

annually. Staff questions regarding this requirement should be directed to the Nursing and Wellness Program Manager.

6. **First Aid**

- a. **All school personnel** in contact with students must take the district-planned first aid lessons (Procedure 7071).
- b. **“First Aid, How to Proceed in Case of Injury to Pupil”** (in nursing forms notebook) shall be placed in all first aid kits, and posted in first aid areas. *These directions apply to all school personnel.*
- c. **First aid kits.** Each school shall be equipped with one or more first aid kits. A first aid kit must be taken on every field trip.
- d. **Purchase of first aid supplies.** Only those first aid supplies listed in the stock/nonstock catalog shall be purchased and used in the district’s health services program.

7. **Classroom Illness**

- a. **Teachers** should make daily student health inspections and send all children who appear to be sick to the nurse’s or principal’s office.
- b. **Students who are ill** should be removed from the classroom and from the school, if possible.
- c. **Students who seem to be ill** should never be isolated in classrooms. There are no proper facilities for such isolation. Parent/guardian should be notified and the student sent or taken home (C.2.d.). The student may remain in the nurse’s office temporarily while waiting to go home.

8. **Report on Abnormal Absence Rate**

- a. Absenteeism of school children is the community’s best and earliest index of incidence of illness. When absences due to illness become abnormally high, it is important that this information be obtained by the Nursing and Wellness Office and passed on to the Student Services Executive Director, superintendent, Communications Department, and the county director of public health.

- b. It is assumed that an absence rate of 15 percent or more in a school indicates the existence of unusual illness problems, since this is about twice the normal maximum during winter months.

#### **D. IMPLEMENTATION**

1. **Minor Injury. Teacher** renders first aid; refers student to nurse for first aid if necessary. (In cases in which a physical screening exemption statement is on file, no first aid is rendered but the home is notified.) A record of injury may be made by nurse. Accident report form is completed by site staff member if extent of injury may be questionable and/or warrants further medical attention.
2. **Illness**
  - a. **Teacher** reports cases of illness or suspected illness to nurse or to school office in absence of nurse.
  - b. **Nurse** (or principal's designee)
    - (1) Observes student to evaluate possible illness.
      - (a) Returns student to classroom if illness is not established, or has him/her rest in health office if in student's best interest.
      - (b) If illness is established, calls student's home and arranges for his/her removal to home. If parent/guardian cannot be reached, calls emergency person (listed on school registration card signed by parent/guardian) for further information.
      - (c) Elementary school completes "Permit to Leave Grounds During School Hours, Elementary" form in triplicate and proceeds as outlined in Procedure 6155.
      - (d) Secondary school completes "Absence Excuse for Parent's Signature" form in duplicate and proceeds as outlined in Procedure 6156.
      - (e) Cares for student until end of school day if a responsible adult cannot be reached. Refers to site administrator at end of school for further disposition.

- (2) **Abnormal absence rate.** Notifies principal when absences exceed the normal rate; if absence rate reaches or exceeds 15 percent, contacts the Nursing and Wellness Office and gives combined absence rate from all causes.
- c. **Principal** designates person to carry out this procedure in the absence of nurse.
- d. **Student with physical screening exemption on file (C.4.)**
- (1) Nurse, principal or designee notifies parent/guardian of student's illness; if parent/guardian cannot be reached, child may rest in health office.
- (2) If student is suffering from, or is suspected to be suffering from, a recognized contagious or infectious disease, principal or nurse shall send child home after notifying parents/guardians(C.2.d.). *Readmission will not be granted until student is well and/or has complied with County Department of Health Services minimum exclusion policy.*

## **E. FORMS AND AUXILIARY REFERENCES**

1. Exemption statement, obtained from appropriate religious organization
2. Report on Accident, Nonemployee, Stock Item 22-R-2150
3. First Aid, How to Proceed in Case of Injury to Pupil, HE 505, available from nursing forms notebook
4. Emergency Procedures, poster, Stock Item 22-E-5101
5. Student Health Record, Stock Item 22-H-1205
6. Adjusted Physical Education Assignment, Stock Item 22-P-2112
7. Permit to Leave Grounds during School Hours, Elementary, Stock Item 22-P-1760
8. Absence Excuse for Parent's Signature, Secondary, Stock Item 22-A-0300
9. School Nursing Procedures Manual, available from the Nursing and Wellness Office or site nursing office

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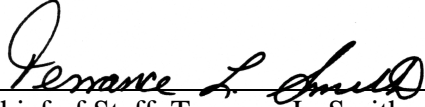
REVISED: **6-27-03**

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**F. REPORTS AND RECORDS**

1. Report of Abnormal Absence Rate (C.8. and D.2.b.[2])

**G. APPROVED BY**

  
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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education