

TITLE: Welfare - Safety Program Policy

State Board of Education Ref: 18-5-13; 18A-2-9; 18-4-10; 18-4-11

### FOREWORD

Many problems at school are a result of student accidents while at school. School personnel have a challenging role to insure that an appropriate safe environment is provided for the students. This will enable the student to perform at his optimum, free from interference of accidents which cause personal loss, the impairment of the learning opportunity, and property loss.

Therefore, each school in Gilmer County must and does assume its responsibility to the boys and girls, to the parents, with primary consideration to be given to the students.

Since each of the (five) schools of Gilmer County has a different situation, this policy must be flexible enough to take care of any emergency that may occur.

The administration of each county school has the responsibility and authority to initiate and conduct all components of this safety policy.

It is acknowledged that a full implementation of this policy cannot be achieved without the cooperation of school personnel, students, and parents.

### 1. PROGRAM STANDARDS

- 1.1 In each school at least (two) persons are appointed by the principal as First Aiders. The primary responsibility for decision making rests with the principal, but a second person is designated in case the principal is absent. This person is selected based on his or her experience and knowledge of first aid.
- 1.2 In-service programs for all personnel are scheduled during the year to review policy, accident prevention, and especially problems related to illness of students during the school day.
- 1.3 At the beginning of the year, an information card is sent to the parents of each child, in case of emergency, to be signed, kept on file in the office, and sent to the hospital with the student if an accident should occur.

- 1.4 A standard accident form will be sent to the county office, with a copy to be kept on file in the school, for each accident; an accident being defined as needing a doctor's care or major first aid that can be given by the school.
- 1.5 Unsafe conditions in the school and on the playground are continually under surveillance and proper safety precautions applied to remedy the condition.
- 1.6 Safety education will be integrated in the classroom.
- 1.7 Housekeeping and maintenance procedures are provided in a manner which contribute to safety of children.
- 1.8 A designated place for emergency care is provided for students who get sick during the day. Adequate medical supplies are available.
- 1.9 Outside parking of staff cars, buses, visiting cars, and commercial trucks must be determined by each individual school since each situation is different.
- 1.10 Evaluation procedures and safety standards are periodically reviewed and updated.

2. IMPLEMENTATION OF PROGRAM STANDARDS

- 2.1 First Aiders are appointed by the Principal at the beginning of school.
- 2.2 A portion of faculty meetings are used as in-service and evaluation of the safety program. A discussion on what medicines may be given to sick students are a priority.
- 2.3 At the beginning of school, all parents sign an information and permit card. The following information will be on this card:

Name of Parent:  
Address:  
Telephone:  
Student's Name:  
Family Doctor:  
Address:

Handicaps:

Allergies:

I give my permission for \_\_\_\_\_ School to  
take my child to a doctor in case of an emergency  
if I cannot be contacted.

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Signature of Parent/Guardian

- 2.4 In case of injury, the student is brought to the principal's office or he/she is sent for if the teacher or first aider considers it to be serious.
- 2.5 First Aid is applied.
- 2.6 If the injury is considered to be even a slight degree of seriousness, parents are contacted if at all possible.
- 2.7 In case of a broken bone or some other serious injury, we contact the parent if at all possible. The student is then taken to the doctor or hospital. If parents cannot be contacted, word is sent to them on what action was taken.
- 2.8 If the health nurse is available, she is consulted. Her advice is invaluable.
- 2.9 In case of broken bones, available splints are used to prevent any movement of bones while in transit to the doctor.
- 2.10 In case of sickness, a child is given an opportunity to lie down.
- 2.11 If the child wants to go home, an attempt is made to contact the parent.
- 2.12 If the parents cannot be contacted, a non-professional opinion as to the seriousness of the illness is made. This may result in the child being taken to a doctor.
- 2.13 All accident cases are reported in duplicate on the standard accident form. One copy is sent to the county office and one is filed in the principal's office.
- 2.14 Anything requiring only a band-aid usually is not reported.

3. OUTSIDE PLAY AREA

- 3.1 Staff cars will be parked in designated places; off the play area if possible.
- 3.2 Buses at all schools have a reserved place to park.
- 3.3 A designated parking space is provided for Traveling Teachers.
- 3.4 Parents visiting the school are cautioned to be careful when parking in play area.
- 3.5 Buses and other vehicles will not back onto school ground without an adult directing the driver.
- 3.6 Bus drivers will (assist from the bus in) loading and unloading on the school grounds.
- 3.7 Teachers should line up students and see that they walk orderly to the bus entrance to load, especially on the second run. Students are held in line until bus has come to a complete stop.
- 3.8 Students do not play on the blacktop during the time the buses are loading and unloading.
- 3.9 Commercial trucks are not permitted on school grounds during play periods without prior approval and supervision by the school staff.
- 3.10 If children are in the play area, they must be supervised.

4. SCHOOL BUS

- 4.1 Students transported in school buses are provided safety training. The school staff is to provide school bus safety training each school year. The training program is to be included as part of the Health program and is to be implemented the first month of the school year. At least twice during each school year, each pupil who is transported in a school vehicle, shall be instructed in safe riding practices and participate in emergency evacuation drills.
- 4.2 The school bus safety curriculum shall include information from adopted textbooks in health, science, or social studies; (materials from RESA VI (Buster), and State of WV Regulations for Pupils Transported in School Buses).

APPROVED

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GILMER COUNTY  
BOARD OF EDUCATION