

Student Safety

1. Rules, procedures and records relating to student health and safety shall be appropriate for the students being served and shall be reviewed annually prior to the opening of school.
2. ESD-owned or managed facilities shall provide appropriate access and movement for person with disabilities.
3. School programs shall be recessed or relocated when weather or other emergency conditions make such action necessary to protect the health and safety of students.
4. The ESD will continuously develop and implement first aid procedures in order to assure that qualified first aid is always available to students at any ESD-sponsored activity or facility. Such procedures include:
 - a. Instruction for all teachers and assistants, as classroom needs dictate, in the basic principles of first aid and location and use of approved first-aid kits and fire extinguishing equipment;
 - b. Equipping all vehicles used to transport students with approved first-aid kits and fire extinguishing equipment;
 - c. Establishing inspection programs with local districts to ensure that all classrooms and local facilities used by the district are properly designed and maintained for student use;
 - d. Providing for regular evacuation drills as required by law.
5. The ESD shall provide for continuous maintenance and updated emergency files for students involved in the early intervention and early childhood special education and adaptive life skills. Copies will be placed in the classroom and the ESD. The files shall contain the following information:
 - a. A list of phone numbers and addresses of each student's parent or guardian;
 - b. The name, address and phone number of a person whom the parents wish the ESD to contact if the parent cannot be reached;
 - c. A written release from the parent or guardian authorizing and detailing such emergency treatment, protective placement or hospitalization that may be required in an emergency involving the student when the parent or guardian cannot be reached;
 - d. A waiver signed by the parent or guardian absolving the ESD and its employees from liability in following said written instruction.
6. The ESD shall provide assistance to those students required to take prescribed medication during school hours using the following procedures:

- a. Written orders from a physician indicating the name of the student, name of the drug, dosage, time interval that the medication is to be taken and diagnosis or reason for medication to be given;
- b. Written permission from the parent or guardian requesting that the ESD comply with the physician's order;
- c. Provision that medication brought to school by the parent be kept in a container appropriately labeled by the pharmacy or physician;
- d. Staff member(s) shall be designated to administer the medication,
- e. A locked cabinet be used for the storage of medication;
- f. Whenever a change in medication is ordered or appears necessary, communication must occur between the parents/guardians, school and doctor;
- g. Notification of the parent or guardian by a designated member of the school staff as quickly as possible after an emergency occurs. The parent's or guardian's current telephone number should be available in the student's record specifically for this purpose.

Corrected 7/26/07