

# Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

<b>Administrative Directive Title:</b> <p style="text-align: center;"><b>Student Accident/Injury Response</b></p>	<b>AD Number:</b> <p style="text-align: center;"><b>6.416.1</b></p>	<b>Adopted:</b> <p style="text-align: center;">July 1984</p> <b>Former Descriptor:</b> <p style="text-align: center;">STU10</p>
<b>Policy References:</b> <a href="#">Board Policy 6.416</a> – Student Accident Reports	<b>Revised:</b> 2/14; 6/14; 7/19; 11/24	

1 The School Nursing Supervisor will be responsible for ensuring that all staff receive information on the  
 2 guidelines for addressing the care of students who are injured while at school. This information will be  
 3 distributed at least annually.

4 **IMMEDIATE RESPONSE**

5 Upon witnessing or being informed of a student accident or injury, the staff member with the closest  
 6 proximity to the scene shall:

- 7 1. Ensure the safety of the student and others by removing any immediate hazards (e.g., moving  
 8 students away from dangerous areas).
- 9 2. Administer basic first aid if necessary, and if trained to do so.
- 10 3. Notify the school nurse or designated health staff immediately for further assessment and care.
- 11 4. If the injury is severe or life-threatening, call 911 or emergency medical services (EMS)  
 12 immediately.

13 If the injury occurs in a classroom or during a school activity, the staff member will ensure that the  
 14 remaining students are supervised and safe while attending to the injured student. Another staff member  
 15 may be assigned to monitor the other students or the activity while the injured student is being cared for.

16 **School Nurse Responsibilities**

- 17 1. The school nurse will assess the student’s injury upon arrival at the scene or in the health office.
- 18 2. Based on the assessment, the following actions will be taken:
  - 19 a. Administer appropriate medical care according to the injury and the student’s health plan  
 20 (if applicable).
  - 21 b. Decide if the student requires further medical attention or if the injury can be managed at  
 22 school.
  - 23 c. If necessary, contact the student’s parent/guardian to discuss next steps (e.g., picking the  
 24 student up or seeking medical care).

25 **RETURNING TO SCHOOL**

26 For certain injuries (e.g., concussions, fractures), the school may implement temporary accommodations  
 27 or modifications to the student’s school activities based on medical recommendations.

28 **EMERGENCY SITUATIONS**

29 For serious or life-threatening injuries (e.g., severe bleeding, head trauma, unconsciousness):

- 30 1. Call 911 or emergency medical services (EMS) immediately.
- 31 2. Notify the parent/guardian as soon as possible.

32           3. Ensure that a staff member remains with the student until emergency personnel arrive.  
33 In the event that a student requires transport to the hospital and a parent/guardian is not present, a  
34 designated school administrator or designee shall accompany the student to the hospital. The  
35 administrator/designee will stay with the student until the parent, guardian, or emergency contact arrives.

36 **DOCUMENTATION**

37 The school nurse will document the injury using a Student Accident Report in compliance with the  
38 requirements of Board Policy 6.416.

*Legal References*  
*Guidelines for Healthcare in a School Setting,*  
Office of Coordinated School Health, June 2023