Engage 360° – Extended Learning Program

STUDENT ACCIDENT PROCEDURES

Action Steps	Timeline	Responsibility
The following procedures should be followed when students have injuries during program.		

Minor Injury
For minor injuries such as scrapes, scratches, or bruises fill out the ***Minor Accident Report*** after attending to the student.
• Treat the student's injury with basic first aid
  ○ Band Aid
  ○ Ice
  ○ Rest
• Document the incident
• Contact the parent to inform them of what happened
• Have the parent sign the Minor Accident Report form
• File the signed copy in the student's file
	As Needed	Site Coordinator Or Designee

Major Injury For serious injuries to the head, neck, or back fill out the ***School Accident Report*** after attending to the student. • Determine if the injury is not an emergency • Contact parents immediately • Contact Extended Learning at 714-558-5630 after contacting parents	After student is attended to and contacts have been made	Site Coordinator Or Designee

Emergencies
Call 911 if:
• Student is immobile
• Student is unconscious
• Student is not breathing
  ○ Have the student's information ready for first responders:
  ▪ Student Name, Parent Contact Numbers, Student Address
	As Needed	Site Coordinator Or Designee