

**Emergency Care**

All school personnel share responsibility in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying parents; (4) notifying administration; and (5) filing accident/injury reports.

The Superintendent of Schools will encourage that at least one person on staff has current first aid and cardiopulmonary certification (CPR).

At the start of each school year, emergency contact information of parents/legal guardians for each student will be collected. Each student enrolled in the Ashland School District shall have on file a complete emergency information card. This card shall include, but not be limited to the following information:

- Parent/Guardian names
- Physical address
- Mailing address
- Home phone number
- Work phone number
- Physician's name and phone number
- Additional contact information

The parent/guardian shall immediately notify the school of any changes in this information.

Emergency information will also be collected for all staff members. The emergency card for staff shall include, but not be limited to the following information:

- Physical address
- Mailing address
- Contact person's name and phone number(s)
- Physician's name and phone number
- Additional contact information

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