

# Bristol Tennessee City Schools

Descriptor Term:

**Emergency Contact Information**

Descriptor Code:

**6.410**

Issued Date:

**01/15/18**

Rescinds:

**8.143**

Issued:

**07/01/96**

~~Parents/guardians~~ **Parents or guardians** of all students shall provide the schools with medical authorization which shall contain the following information:

1. ~~Parents'/guardians'~~ **Parents or guardians** location and phone number during the school day;
2. The name, address, and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed; and
4. Information concerning a student's particular physical disability or medical condition.

The **information and** authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parents/guardians will be notified as to whether to pick up the child at school or meet the child at the hospital. If the ~~parents/guardians~~ **parents or guardians** cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the ~~parents/guardians~~ **parents or guardians** on the emergency medical authorization form will be notified of the accident. Efforts to notify the parents/guardians will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents, serious enough to require medical attention, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parents/guardians, is at home to accept the responsibility for the student.

~~Parents/guardians~~ **Parents or guardians** who object to the procedures contained in this policy shall submit to the principal a written emergency plan for their approval.

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Cross References  
Student Discrimination, Harassment,  
Bullying, Cyber-bullying, and Intimidation  
6.304

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