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TO: All School Site Administrators, CDP Site Managers, Wellness Center and Wellness Initiative Staff, School District Nurses, School Counselors, LSPs
FROM: Kevin Truitt, Associate Superintendent, Student Support Services Department
RE: Direction for responding to injuries

Injuries, of which the vast majority are minor, occur almost daily throughout the district. It is essential for all school staff to be prepared to respond appropriately to ensure the safety, and health and well-being of our students, staff and school environments. Injuries are often very difficult to categorize as the extent and severity varies according to the unique incident that resulted in the injury. As a result, it is almost impossible to provide a one-size-fits-all protocol and we must rely on the professional assessment and judgment of the specific school site staff trained to respond to injuries.

The following **LIST** identifies the **CRITICAL RESOURCES** (documents or web locations) that school site staff must know how to access, sometimes immediately, to appropriately respond to injuries and incidents. **PLEASE POST THIS LIST** where it can be immediately referenced at all offices and departments who may need to respond to injuries or incidents.

CRITICAL RESOURCES

for response to injuries or incidents affecting safety and wellness.

- **See attached: Life threatening emergencies and head injury danger signs**
- **911** must be called for all life-threatening experiences.
- Head injuries during the school day and in after-school activities must be documented and 911 called if any of the danger signs are present or if there are any concerns.
- Parents/guardians must be informed of any injury, particularly head injury. In addition, a letter is available in the School Health Manual, Section A, pp. A-11, A-12, A-13. The School Health Manual is also available at www.healthiersf.org/resources/
- Review the yellow flip chart "Guidelines for School First-Aid Procedures". It is also available at www.healthiersf.org/resources/
- The Nurse of the Day (NOD) is available from 8:30 am to 4:30 pm for consultation at 242-2615. Do not wait to contact the NOD if there is a life-threatening emergency.
- The Centers for Disease Control and Prevention has free materials about concussions for parents, school staff, and coaches at www.cdc.gov/Concussion
- School building and playground safety procedures and rules must be reviewed and implemented with staff and students to help minimize injuries in the yard and around school grounds. SFUSD's Facilities Department can provide detailed descriptions of the current structures at all schools as well as any related safety procedures and guidelines.

Thank you for your support and please do not hesitate to contact Student Support Services Department if you have any questions, concerns, or if a situation arises where you need immediate site assistance.