

#### **400.4L PUBLIC WELFARE OF PUPILS**

- A. All employees are expected to see that children work under conditions that are as comfortable as possible within the limits of the shortcomings of our buildings and equipment.
- B. The custodians will assist the classroom teacher in making their rooms as healthful as possible in matters such as cleanliness, lighting and temperature.
- C. Each teacher should make a daily observance of pupils for evidence of illness. School personnel should never attempt to make a diagnosis, but the teacher, with the consent of the building principal, may exclude a child who appears to be ill. It is advisable to consult with a nurse or doctor if possible. In case of doubt in health matters, the teacher should err on the side of caution.
- D. All employees are responsible for the children's welfare at all times when on duty. This includes the time they are in the classroom, on the playground, on excursions or any other situation when children are under the jurisdiction of the school.
- E. No student shall be inside the school at any time without being properly supervised. Staff members should be very careful to avoid any situation where they may be guilty of negligence.
- F. All employees shall report all accidents to the building principal immediately. The principal, or someone delegated by him/her, should administer first aid.
- G. In case of serious accident the principal, or other person in charge, shall inform parents by telephone if possible; otherwise by messenger. In case the home cannot be reached, call the family doctor listed on the school health card. If the doctor is not available, select another.
- H. All accidents involving students covered by policies held by the school shall be reported to the building principal within two days following an injury. Any school employee having knowledge of any injury or accident is responsible for seeing that the student or students injured properly report the accident. In particular, this pertains to all coaches and other teachers. Strict adherence to this policy is essential for presentation of claims to the insurance company.
- I. All employees should be acutely aware of conditions that might lead to accidents and report these conditions to the administration immediately. Each teacher is encouraged to be alert to the need for rest, the state of nourishment, clothing, or other conditions which interfere with proper growth and good school work of pupils. Under certain conditions, welfare agencies and other interested groups provide necessities for needy families.