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**FIRST AID AND EMERGENCY MEDICAL CARE**

The building administrator is responsible for implementing the District-wide procedure for the care of injuries. Copies of the procedure shall be posted at each teaching station, in the school office, and the school health center. The standard procedures shall be reviewed once a year in a faculty meeting.

The school office shall maintain emergency information of all students and staff members. The building administrator shall appoint someone, preferably with first aid training and experience, to act should an accident occur to a student or staff member when the building administrator is not available.

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