

**Emergency Care - Students**

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.

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 form. This card shall include, but not be limited to the following information:

- Parent/Guardian names
- Physical address
- Mailing address
- Emergency Phone Number(s)
- Work phone number
- Physician's name and phone number
- Additional emergency contact information

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

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