



Book	Policy Manual
Section	ALL EMPLOYEES
Title	Responsibility of Staff for Student Welfare
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The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.

The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of the following standards:

- Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.
- A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.
- A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.
- Each employee has the responsibility to immediately report to the building principal an accident or a safety hazard s/he detects.

- A student shall not be required to perform work or services that may be detrimental to his/her health.

Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher or staff member is temporarily in charge. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

- Never leave class unattended while students are in the room.
- Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
- Do not permit students to use equipment in the classroom which has not been approved for school use. (Some teachers or students bring personal equipment which may be dangerous.)
- Do not permit use of machinery except for the instruction purpose for which it was provided.
- Do not permit students to work in a shop, kitchen, or laboratory without qualified supervision. Activity will be in accordance with prescribed safety procedures.
- Promptly report unsafe equipment or conditions to immediate supervisor.
- Do not permit students not enrolled in shop classes or laboratory classes to use power tools or other dangerous equipment without appropriate permission and supervision. Activity will be in accordance with prescribed safety procedures.
- Never permit equipment to be operated in an unsafe manner.

- Do not allow students whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment.
- Organize classroom materials and equipment so as to minimize danger of injury to students and to self.
- Ensure that proper safety gear is used wherever safety equipment is specified.
- In general, exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.

The Springfield School District ("District") may make available First Aid and CPR training. It is suggested that several professional staff be trained in First Aid and CPR in each building to better protect our students.

- In an emergency situation First Aid/CPR trained professional staff may be asked to assist students or staff to stabilize, dress, or protect injuries until rescue personnel arrive.
- In an emergency allergic or respiratory situation, a First Aid/CPR trained professional employee may be asked to administer medication specific to the student or staff member to relieve their condition. Examples of this assistance might include:
 - Assisting a student or staff member with asthma in the use of their personal inhaler.
 - If a student or staff member with an extreme allergic condition has a portable medication applicator device, such as an epi-pen, the First Aid trained staff member could assist the student or staff member in using or could use the applicator to relieve the allergic condition.

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