

Emergency Nursing Services and Safety

An emergency nursing service shall be established as a part of the health and safety services for students and employees of the Johnson Creek School District. Services will be available with consultation and advice of a registered nurse during the regular school day; access to emergency services will be provided at school-sponsored curricular, extra-curricular and co-curricular activities. An area physician will serve as a school medical advisor for the emergency nursing service and will advise concerning the adoption of appropriate rules and policies. In emergency situations emergency medical technicians (EMTs) and others trained in first aid/CPR may be called upon to render assistance as needed.

A. Definitions

1. **Emergencies** are those conditions which require prompt intervening action to maintain physical, mental, and emotional health of pupils and which require only first aid by school personnel.
2. **Emergency nursing services** are those which require intervention or delegation to other qualified personnel by the registered nurse for the provision of immediate care needed to protect the health or enhance survival chances of the injured or acutely ill and for administering necessary medication.
3. **Medical advisor** is a medical doctor designated or contracted by the school district to act as a consultant to the district and the school nurse designated for the provision of emergency nursing services.
4. **Registered nurse** is a professional nurse licensed to practice nursing in Wisconsin by the Department of Regulation and Licensing per Chapter 441, Wis. Stats.

B. Direction of Emergency Nursing Services

1. Emergency nursing services shall be under the direction of the school nurse with assistance from (a) the building principals and district health coordinator; (b) the school's medical advisor and other personnel who may be designated by the building principals because they have had first aid/CPR/emergency medical training; and (c) the building secretary. Collectively these staff members will make up the Emergency Nursing Services Committee.
2. The Emergency Nursing Services Committee will annually review plans and implementation of the emergency nursing services including facilities, supplies, adequacy of training of designated assistants, policies, and procedures. A list of first aid/CPR certified staff and students along with registered EMTs will be in each school office along with their contact numbers.

3. Emergency care procedures for specific conditions due to illness or accident will be reviewed by the school nurse and training will be provided to appropriate school staff. Certified EMTs may use emergency techniques which are consistent with their training.
4. Health room shall be open to students and staff during the school day. The appropriate school office should be notified when an emergency requiring use of the health room exists. Maintenance of the health room shall be by the building secretaries, or another person designated by the respective building principal, but with the advisement of the school nurse.

C. Procedures for Implementation of Emergency Nursing Services

1. A notification form for emergency or illness shall be on file for each student and school employee and shall be updated annually.
2. A log of emergency services provided shall be maintained by each individual designated to provide services. In addition, report of emergency services shall be made to the appropriate building principal. (See procedure #5 below.)
3. If the emergency staff person determines that a student should go home, the principal (or his/her designee) shall be notified immediately. The principal (or his/her designee) shall contact a parent or guardian about picking up the student. No student shall be sent home unless the appropriate contact has been made beforehand. In no case may a student be sent to an unsupervised home without parental permission.
4. In life-threatening situations, the building principal (or his/her designee) shall call 911. The cost of this service shall be assumed by the parents or guardians or an insurance carrier. In non life threatening situations and when parents or designated emergency contacts cannot be reached but professional emergency care is needed, the office will contact EMS.
5. Both the building principal and the district administrator shall be notified as soon as possible of those cases of injury on school property requiring major first aid. This may be done by obtaining an accident/emergency report form on file in each building. Cases of minor first aid applications shall be logged and reviewed by the building principal. (See procedure #2 above.)
6. Medication will be administered by designated school personnel with appropriate written permission. Over-the-counter medication may only be given with the written permission of the parent or guardian. Prescription drugs shall be given only with the receipt or written instructions from the student's physician and written parental permission. Medication may only be administered by the school nurse and the building principal or his/her designee. A record will be maintained of all medication given at school.

D. Related Standards and Requirements.

1. A personal data health record shall be retained in a file separate for that purpose for each student and shall be updated annually or as changes occur. (Wis. Stats. 118.125(1)(2))
2. The policy and procedures concerning communicable diseases may be found in Board Policy 453.3.
3. Personnel designated to provide emergency care to students and employees while pursuing a school-related activity shall be covered by the district's liability insurance policy.
4. Confidentiality standards shall be maintained according to federal and state regulations and guidelines.

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