

EMERGENCY NURSING SERVICES

The Board of Education of the Jefferson School District recognizes the importance of providing for the safety and well-being of students and employees while they are at school or are participating in school activities. The Board of Education believes that safety, health education, accident prevention and emergency care are important to all concerned. Proper health facilities, equipment and trained personnel in each school are essential in order to maintain the physical, mental, and emotional health of students. Administrators shall establish the necessary regulations to carry out these policies.

An emergency nursing service shall be established as part of the health services for students.

The emergency nursing service shall be coordinated under the direction of the Director of Pupil Services in cooperation with the School Nurse, the building principal and other personnel as designated by the building principal.

The Director of Pupil Services, in cooperation with the Health and Safety Advisory Committee, shall annually review plans and implementation of the emergency nursing service and school safety regulations including facilities, supplies, adequacy of training of designated assistants, policies and procedures.

Medical direction shall be provided by a designated local physician. Designation of the medical advisor shall be approved by the Board.

The nursing program shall be reviewed annually by the Superintendent, Director of Pupil Services and building principals in conjunction with the School Nurse.

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May 27, 1986
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July 29, 1991
December 19, 1994
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LEGAL REF.: Wisconsin Statutes: 118.07 118.125 118.29 121.02(1)(g)
Wisconsin Administrative Code: PI 8.01(2)(g)

CROSS REF.: JHC-R, Procedures for Dealing with Accidental Injury and Illness
EBBB, Accident Reporting
JHCA, Administering Medication to Students
JFCH-R, Procedures for Dealing with Violations of the Board's Alcohol and Other Drug Use by Students Policy

REVIEW DATE: February 11, 2013

PROCEDURES FOR DEALING WITH ACCIDENTAL INJURY AND ILLNESS

1. Definitions

- a. Emergencies are those conditions which require prompt intervening action to maintain physical, mental and emotional health of a student or staff member.
- b. Emergency nursing service means intervening action by persons certified in first aid, a registered nurse or designated others under his/her direction, of conditions which require prompt or immediate action.

2. Health and Safety Advisory Committee

A Health and Safety Advisory Committee shall annually be established by the Director of Pupil Services. The committee shall:

- a. Include students, teachers, administrators, community representatives, a representative of the Board of Education, the School Nurse, medical advisor and Health and Safety Coordinator.
- b. Meet at least annually.
- c. Formulate policies and procedures on health and safety.
- d. Prepare annual recommendations to the Superintendent and the Board of Education to further health and safety within the district.

3. Role Descriptions

- a. The Director of Pupil Services, who shall be directly responsible to the Superintendent, shall be designated the Health and Safety Coordinator and be provided with an adequate budget. He/she shall:
 - (1) Make recommendations to the Superintendent and to the Health and Safety Advisory Committee.
 - (2) Make available for all members of the Health and Safety Advisory Committee district policies and procedures on health and safety.
 - (3) Provide all personnel involved in the operation of the school with copies of policies dealing with accidental injury, illness and medication. This shall be done at the time of new personnel orientation.
 - (4) Work closely with the School Nurse, who is responsible for school health service, to coordinate the district's emergency care policies and procedures.

- (5) Annually evaluate the health and safety policies and procedures and present this evaluation to the Advisory Committee.
 - (6) Present the recommendation of the Advisory Committee to the Superintendent and the Board of Education.
 - (7) Each August, work with School Nurse to send an invitation to serve as medical advisor.
- b. The medical advisor shall:
- (1) Serve on the Health and Safety Advisory Committee.
 - (2) Provide medical direction to the School Nurse.
 - (3) Develop, with the School Nurse, written policies and procedures for the emergency nursing service.
- c. The School Nurse shall:
- (1) Be currently registered in Wisconsin, knowledgeable in public health and skilled in emergency nursing care.
 - (2) Work under the direction of the Director of Pupil Services.
 - (3) Serve on the Health and Safety Advisory Committee.
 - (4) Arrange for a minimum of two visits per month to each school so to be available to all personnel and students.
 - (5) Determine that the school medication policy is implemented.
 - (6) Periodically inventory the emergency equipment and check supplies in each building and make recommendations for additional supplies and equipment.
 - (7) Be a resource person to assist in health education.
 - (8) Be aware of, and provide for children who have exceptional health needs.
- d. Each building principal shall:
- (1) Provide access to copies of school board policies related to health and safety in the office of each building.
 - (2) Provide for immediate first aid to students and staff when required.

- (3) Follow the guidelines set out in Board policy when dealing with accidental injury, illness, or if authorized, when giving medication.
 - e. All personnel involved in the operation of the school who are not currently certified in first aid and cardiopulmonary resuscitation (CPR) shall:
 - (1) Provide for immediate first aid to students and staff when required.
 - (2) Follow the guidelines set out in Board policy when dealing with injury, illness, or if authorized, when giving medication.
- 4. Equipment and Supplies
 - a. Equipment and supplies shall be approved by the district's nurse and/or medical advisor.
 - b. Equipment and supplies shall be readily accessible and organized in an enclosed cabinet, preferably in a health services room near the administrative office in each building. If possible, this room should be equipped with a sink and a cot and be easily observed from the workstation of a staff member who is knowledgeable about first aid. Toilet facilities are also recommended.
 - c. First aid kits shall be provided in the art, physical education, family and consumer science education, technology education, high school and middle school science, kitchen areas and on each school bus. First aid kits shall be available for student groups outside the building.
 - d. The certified staff member in charge of each area shall be responsible for the maintenance of first aid supplies.
 - e. The health area shall be maintained by the school custodian and kept supplied with the first aid materials by designated personnel under the supervision of the School Nurse and/or building principal.
- 5. Student demographic/emergency information and student health information will be provided by parents/guardians during online registration each year. Hard copies will be kept on file in the office and/or health room.
- 6. First aid shall be provided in accordance with current standards such as American Red Cross Standard First Aid, Emergency Care Basics or American Heart Association CPR. Parents/guardians shall be notified of any situation requiring continued observations (e.g., lacerations, head injury). A copy of the current Red Cross First Aid Handbook shall be available in each school. A copy of the Medical Advisor Approved First Aid Orders shall be posted in each health room.
- 7. A log of emergency nursing services provided shall be maintained by the School Nurse, the building Administrative Assistant or others who provide service, in the student electronic record or student health file.

The School Nurse shall complete an annual summary to be reviewed with the medical advisor and the Director of Pupil Services.

8. Once it has been determined by the principal's office that a student should be returned to his/her home for health reasons, the parent/guardian shall be asked to pick up the child. If the parent/guardian or other responsible person(s) as designated or approved by the parent/guardian cannot do so, the principal or authorized person shall attempt to provide transportation for the child. As a general rule, students shall not be sent to an unsupervised home. In no case shall a child be sent to an unsupervised home without parent/guardian permission.
9. In life-threatening situations to a student or staff member, such as: (a) heart attack or suspected heart attack; (b) severe bleeding; (c) severe allergic reaction with difficulty breathing or fainting; (d) choking; (e) electrical shock; or (e) any situation where a person is not breathing and/or his/her heart is not beating or he/she has lost consciousness:
 - a. The first school employee on the scene shall:
 - (1) Stay with the victim unless there is no way or no one to get help.
 - (2) Notify the office by phone and/or by sending another staff member or student (two if available) with the name of the victim, what happened, where it has happened, that the Medical Emergency Response Team is to respond.
 - (3) Assess need and begin CPR if certified.
 - b. The Administrative Assistant shall:
 - (1) Announce Medical Emergency at _____ (location, i.e. room #, which playground, etc.). Repeat twice.
 - c. Designated personnel who are Medical Emergency Response Team members, certified in first aid and CPR shall:
 - (1) Report immediately to the emergency location with Emergency Response kits and AED.
 - (2) Assess need for CPR/First Aid.
 - (3) Begin CPR/First Aid, if necessary.
 - (4) Send a message to the office to call emergency medical services (EMS) if appropriate.
 - (5) Give information to the office about whether the victim is conscious, breathing, or has a heartbeat.
 - d. The Administrative Assistant/first response member shall:
 - (1) Call EMS, giving information about what happened, where the victim is, whether the victim is conscious, breathing, has a heart beat, and tell which door to enter.

- (2) Send a messenger to meet the EMS and bring them to the emergency situation.
 - (3) Call the parents/guardians, if applicable.
 - (4) Call the School Nurse.
- e. Other staff shall:
- (1) Keep students supervised in the classroom until an “all clear” is announced (see letter g. below).
 - (2) Personnel not supervising students or who can safely leave students briefly shall determine if there are unsupervised students and provide for supervision.
- f. When the victim leaves with the ambulance, copies of the Student Demographic/Emergency Information and the Student Health Information forms and the names of anyone witnessing the accident or providing emergency care should be sent with the victim. It is essential to provide a copy of the parent/guardian consent for emergency treatment, information about allergies and medications, and to provide easier access if more information is needed by medical care providers when the victim reaches the hospital.
- g. The Administrative Assistant announces “all clear” after the victim leaves or has recovered.
- h. The person witnessing the incident and the primary emergency provider records the accident on an accident report, if applicable. An Emergency Response Report should then be completed and given to the School Nurse.
- i. A Medical Emergency Guidelines during School Hours form is to be updated yearly by the building principal or School Nurse and a copy given to each building employee at the beginning of each school year.

A medical emergency related to a student’s use of alcohol, controlled substances or other drugs shall be handled in accordance with procedures included elsewhere in this manual.

10. The Superintendent’s office shall be notified as soon as practicable in the case of injury on school property that required major first aid.
11. Since the district must rely upon school personnel to react to emergency illness or injury situations, all school personnel shall be encouraged to complete a first aid training course. First aid courses shall be provided for school personnel according to the terms of the collective bargaining agreement between the Board and the Jefferson Education Association. The Board of Education shall pay the first aid course fee for acceptable programs.
12. Provision shall be made for liability insurance to cover all personnel who provide emergency first aid services. Cost of the insurance shall be borne by the district.