

EMERGENCY NURSING SERVICES

The Emergency Nursing Service program is established as part of the School Health Services for district students and employees to provide a plan for dealing with accidental injury, illness and medication administration in school and at all school sponsored activities.

OBJECTIVES

- Maintain the physical, mental and emotional health of students while they are at school or are participating in school activities.
- Establish procedures to be followed in case of medical emergencies.
- Designate responsible individuals to assist with the Emergency Nursing Service.
- To maintain a system of keeping records, including a log of services performed and accident investigation reports, maintaining confidentiality standards in accordance with state and federal laws and regulations and School Board Policy.

CONDITIONS

1. The Emergency Nursing Service shall be under the direction of a Registered Nurse with a minimum of a Bachelors of Science in Nursing degree. The amount of nursing time provided per building will be determined by the administration and will be based on building needs and the personnel available.
2. The District will arrange for a licensed physician to serve as the medical advisor for West Salem School Health Services. A signed medical advisor form will be obtained annually and be on file with the school nurse prior to the start of school.
3. Annual standing orders for use by the RN in an emergency situation will be developed and signed by the medical advisor.
4. The building principal/district nurse shall designate alternate staff to provide illness injury and emergency care along with administration of routine medications during the school day when nursing staff is not available. Appropriate training will be provided to these staff members.

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5. An Initial Response Team will be identified and listed in each building to respond to medical emergencies that occur during the school day. A list of staff trained in CPR and First Aid will also be posted in each building office.
6. Emergency health information forms will be completed by parent/guardian for students with health conditions and provided to appropriate staff members as needed.
7. A health room will be designated in each building and emergency equipment and supplies for adequate care of student and staff will be maintained.
8. Emergency first aid kits will be available from the school health office as required by Section 118.07 of Wisconsin statutes. First aid kits are to be taken on school sponsored trips and activities.
9. For all school sponsored trips and activities, the teacher, coach, athletic trainer, advisor or chaperone employed by the school district will be responsible for obtaining emergency care of students in case of illness or injury if the school nurse or nursing assistant is not present.
10. Student injury or illness during the school day or occurring on a school sponsored event or activity will be documented in the student's health records.
11. In emergency care situations requiring technique, equipment, and/or transportation beyond the scope of school personnel, the school nurse, principal, or designated personnel will call 911. In the event that 911 is called, first responders shall work under the supervision of the school nurse, principal or designated personnel.
12. CPR with AED, and First Aid training will be offered to all employees on a voluntary basis and will be required for bus drivers, special education staff, playground aides, physical education instructors and coaches. It is recommended that all staff who accompany students off school grounds, including field trips, school sponsored trips and activities have CPR, AED and First Aid training. An effort will be made to certify substitutes.
13. A Bloodborne Pathogen in-service will be required of all West Salem School District employees on an annual basis.

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14. Non school district nursing staff providing ~~for~~ care for a student during the school day shall work under the direction of the district nurse, provide care as ordered by a physician, comply with state laws and school district policies and procedures, maintain confidentiality of all students and work cooperatively with school district nursing staff for the health and safety of the individual student.
15. Accident/injury reports shall be completed for all significant school or sports related injuries for which a student visits or is advised to visit a doctor, dentist or other health care provider and submitted to the school health office.
16. There will be an annual review of the Emergency Nursing Service Policy by the West Salem School Board and the School Health Advisory Committee prior to the end of each school year. The members of the advisory committee will include the school nurse, medical advisor, school district administration, parents, and community members.

FORMS

1. A notification card for emergency illness or injury shall be on file for each student and shall be updated annually and as needed.
2. Accident reports shall be completed using the report form available in each school's nurses' office. The building principal is to be notified as soon as practical in the event of any injury occurring on school property.
3. The following forms are on file in the district, principals' or school nurse office.
 - a. Emergency Notification Data Cards
 - b. Student Immunization Record Form
 - c. Student Health Physical Exam Record Form D
 - d. Student Medication Administration Request Form
 - e. Accident Report Form
4. Emergency Notification Data Cards shall include the following information:

Parent(s)'/guardian(s)' name(s), addresses, place of employment and telephone number(s).

- Name of an alternate to call if possible and his/her telephone number

- Permission to take necessary emergency steps in the absence of parent/guardian contact
- Pertinent medical information
- Health records are to be kept in the nurse's office at all three school buildings
- The maintenance of these records will be under the Wisconsin Pupil Records Law, Section 118.125 Wisconsin Statutes, and the Family Education Rights and Privacy Act of 1974 (FERPA) as well as *Section H of the Wisconsin Administrative Code "Confidential Information"* shall be adhered to by all participating individuals

Location of First Aid Equipment

Elementary School-First aid supplies are at the following sites:

Kitchen
All K-5 Classrooms
Playground Aides carry a First Aid fanny pack
Physical Education Office
School Nurse Office

Middle School-First Aid supplies are at the following sites:

Kitchen
All 6-8 Classrooms
Playground Aides carry 1st Aid in fanny pack
Physical Education Office
School Nurse Office

High School-First Aid supplies are at the following sites:

Kitchen
Technical Education Classroom
Science Labs
Physical Education Office
Family and Consumer Education Classroom
Agriculture Classroom
School Nurse Office

Basic First Aid Procedural Manuals are located in each building and school nurse office in each of the three schools located in the district.

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