

EMERGENCY NURSING SERVICES

The Appleton Area School District shall provide for student emergency nursing services in accordance with state law.

Emergency Nursing Services shall be under the direction of the Superintendent or District designee. The District shall employ professional registered nurses licensed in the State of Wisconsin for the purpose of developing, consulting and providing emergency nursing services.

The District shall have a physician licensed to practice in the State of Wisconsin to serve as the District's Medical Advisor per contract.

The Superintendent or District designee, in conjunction with the School Nurse, Medical Advisor, other district personnel and representatives from community health agencies, as designated by the School Board, shall assist in the annual review of policies, procedures, and first-aid standing orders/protocols pertaining to Emergency Nursing Services.

Emergency nursing services shall be available during the school day and during all school-sponsored activities, including summer school, same day field trips, extended field trips, out of the country field trips and athletic events or school sponsored co-curricular activities.

**Cross References: Medication Administration to Students, 453.4
Emergency Nursing Services and Routine Illness and Injury Care,
453.1-Rule**

**Legal References: Wisconsin State Statutes 118.29 and 121.02(1)(g)
Wisconsin Administrative Code PI 8.01(2)(8)**

Adoption Date: June 8, 1992

Amended Date: November 10, 2014

EMERGENCY NURSING SERVICES

Procedures

Emergency nursing services includes response care to medical emergencies and illness and injury care. This includes policies, rules, protocols, and procedures (including training requirements), which are developed by a professional nurse registered in Wisconsin in cooperation with other District personnel, representatives from community health agencies, and the licensed physician who serves the District as Medical Advisor. The Medical Advisor is designated as a “school official” who has a legitimate educational interest in accessing pupil records (Policy 347) necessary for fulfilling responsibilities under this policy.

The Superintendent or District designee will:

1. Understand and ensure compliance with all federal and state laws related to school based nursing services and ensure staff is aware of confidentiality standards.
2. Ensure that the District has developed standing orders/protocols for the provision of injury and illness management in collaboration with the School Nurses and District Medical Advisor.
3. Ensure that the District has a student information system that collects emergency pupil information and parental approval for emergency medical care annually.
4. Ensure that the District has a record system, including accident reports and a record of services performed, including but not limited to:
 - Injury
 - Illness Management
 - Medication Administration
 - Health Procedures
5. Review and evaluate emergency nursing services annually in collaboration with the School Nurses and District Medical Advisor and submit to the Board.

The Building Administrator will:

1. Identify and assign individuals responsible to assist in providing emergency nursing services (medication administration, health procedures, illness and injury care, etc.) for all school events.
2. Building emergency management team members are trained to handle emergencies according to District protocols for the school day and at all school sponsored events.
3. Make available current student emergency information, appropriate equipment, supplies, and facilities for the provision of and emergency nursing services.

453.1-Rule (cont.)

4. Identify and assign staff members to take inventory of supplies, medication inventory and expiration dates.

The Medical Advisor will:

1. Serve as a resource/consultant for student health concerns as well as communicable disease prevention, identification and control.
2. Facilitate communication between the District and local health care providers regarding individual students and the general operation of District health services.
3. Assist with the development of policies and procedures for emergency nursing services in consultation with School Nurses and the District Superintendent or designee as needed.
4. Review and consult with Superintendent or District designee regarding evidence-based first aid training and illness management for District staff.

In consultation with appropriate school personnel and outside agencies, the Medical Advisor will:

1. Assist with the yearly review of emergency nursing services, providing suggestions to improve quality, efficiency and safety.
2. Assist in developing sports medicine policies and procedures.
3. Review health appraisal screening guidelines in the school setting.
4. Review crisis management and pandemic mitigation plans.
5. Provide recommendations and consultation for training needs for staff.
6. Advise on safe handling and disposal precautions for prescription drugs.

The School Nurse will:

1. Assist with the development of policies and procedures for emergency nursing services in consultation with the District Medical Advisor and Superintendent or District designee as needed.
2. Assist with the annual review of emergency nursing services in collaboration with Superintendent or District designee.
3. Identify responsible individuals to assist in providing emergency nursing services based on established illness and injury management standing orders/protocols, medication administration and health procedures.
4. Assist in the education, training and supervision of staff responsible for medication administration and student specific health care procedures. This includes any of the following:

453.1-Rule (cont.)

- Provide skills training, coordination, direction and inspection of the practice of staff performing medication administration and student specific health care procedures.
 - Document training provided and date of training.
 - Review medication errors to determine appropriate actions that may include revisions to policies and procedures.
5. Maintain required documentation for Medicaid billing.
6. Participate in the evaluation, development, review and update of student specific health plans, emergency action plans, 504 plans and IEPs. In collaboration with others, this process may include:
- Completing an assessment to help determine the ability of the student to independently manage his/her chronic condition in the school environment.
 - Determining health interventions and school accommodations needed in the learning environment.
 - Participating in the evaluation of student progress for those with health related conditions.

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