653 HEALTH SERVICES

Policies and procedures used for all aspects of the health and nursing services are those documented in the Minnesota Department of Health School Manual.

Admittance of students into Nursing Service

A. A fully completed pass is required by all students entering the Nursing Service.

B. The student is signed in and out of the Nursing Service on a sign-out sheet.

C. The student may rest for one school period. If he or she is unable to return to class, the Nurse or person responsible in the Health Services Office is to contact a family member for a ride home.

Students leaving school from the Nursing Service

A. A completed pass must be signed by the principal.

B. The student is to wait in the Nursing Service until his or her ride arrives.

C. Departure time is written on the pass and on the sign-out sheet.

First Aid

A. First Aid procedures used by the Foley Schools Nursing Service are those recommended by the Red Cross.

B. A written procedure for minor First Aid is posted in the Nursing Service office.

Emergencies

A. An emergency card for each student is kept on file in the Nursing Services office at all schools. It contains home phone numbers, work phone numbers, doctors phone numbers, permission for use of an ambulance if deemed necessary, and/or special instructions to be followed in case of an emergency.

B. In the event of an emergency, the student will be brought to the Nursing Service by another student or a teacher; or the nurse will be requested to go to the student.

C. The parents will be contacted and the extent of the emergency discussed. A decision will be made as to where the student should be taken for treatment.

   1. If a parent cannot be contacted, the nurse or person responsible in the Nursing Service office will use his or her judgement and follow the instructions granted on the student's emergency card.

D. The doctor or doctor's office will be contacted for further instructions.

E. Transportation to the doctor or hospital will be provided by the parent. If this is not possible, the nurse will transport the student. An ambulance will be called upon parental request.

F. In the event of an accident, a report will be filed by the teacher in whose class the accident occurred. The teacher will retain one copy of the report and copies are submitted to the principal and the nurse.

G. In special cases of chronic illness, an emergency procedure will be posted in the Nursing Service office and a copy given to each teacher involved with the particular student.