

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 4.01(1)  
EMERGENCY PLANS (AND EMERGENCY HEALTH AND ACCIDENT PROCEDURES)**

**(a) GENERAL GUIDELINES**

1. The development of local school procedures to facilitate the disposition of emergency cases will be the responsibility of each building principal. Each principal must have a plan of action which clearly indicates each person's responsibility in handling emergency health and accident cases. The plan should include names of all staff members who will handle first aid and should be posted in a prominent place in the office. The decision of the principal or his/her designee as to the seriousness of injury or illness will determine what follow-up course of action is required.

2. It is imperative that information on the emergency home contact card be current. New cards should be filled out each September, and staff members should be especially alert to special health problems, changes of address, telephone numbers (including unlisted phone numbers), etc. Each enrolled student must have an emergency home contact card on file in the office.

3. The principal and his/her staff need to be alert to individual student's special situations, such as religious beliefs, guardianship cases, medical abnormalities, etc., which may require special consideration in time of emergency. A plan of action should be developed for these individuals in advance of any health emergency.

4. In the event of an accident, the school is required to complete the Report of Student Accident/Injury Form #80250. Immediate and complete documentation of the accident/injury is an essential element after investigating the circumstances of the incident. Form #80250 is to be completed whenever a student is conveyed to a hospital, even though the reason for the conveyance might not be the result of an accident-related incident.

**(b) DETERMINING THE SERIOUSNESS OF THE INJURY OR NATURE OF THE ILLNESS**

1. If a physician or nurse is in the building, he/she should be consulted to determine the seriousness of the case.

2. The principal or his/her designee shall determine the extent and seriousness of an injury or illness and subsequent action.

**(c) ADMINISTRATION OF NECESSARY FIRST-AID**

1. In a number of situations, it may be necessary to administer first-aid, which is defined as emergency care given to an ill or injured person before regular medical aid can be obtained. First-aid does not, however, include administering medication to the injured.

2. If a physician or nurse is present in the building and available, the principal should request this person to administer first-aid treatment.

**(d) DISPOSITION OF MINOR ILLNESS OR MINOR INJURY CASES**

1. If the injury or illness is minor, it may be appropriate to retain the child in school for the remainder of the day; however, it is suggested that, in the interest of school-parent relations, the principal contact the parents to inform them of the situation.

2. The Milwaukee Health Department has instructed the school nurse to make recommendations to the principal regarding the need to remove a child from school. The principal or his/her designee is then responsible for taking the necessary steps.

3. If the child is to go home, parents should be asked to come to the school to call for the student.

4. If the parent cannot be reached, the principal will need to use alternate phone numbers on the emergency home contact card.

5. In the event the parent is unable to come to school, and after considering the nature of the illness, age, sex, and maturity of the child, the principal or his/her designee may wish to exercise the following alternatives:

- a. With parental consent, it may be possible to send the student home by himself/herself.
- b. With parental consent, an older brother or sister within the school may walk the child home.
- c. Although the parent may not be able to call for the child, he/she may elect to send a neighbor or relative.
- d. With the consent of the parents, the principal or his/her designee may take the child home.
- e. With the consent of the parents, an educational assistant may walk the child home.
- f. When a child is eligible for free transportation to and from school and the parent is unable to come to school to pick up the child, transportation will be arranged and paid for by the Milwaukee Public Schools. When a child who is not eligible for transportation becomes ill and the parent is unable to come to school to pick up the child, transportation will be arranged at the expense of the parent.

6. In the case of transported handicapped children, if the parent is unable to come to school, the school should call the transportation manager in Pupil Transportation Services. Pupil Transportation Services will be responsible for providing transportation service to return the child to his/her home.

7. In the case of transported handicapped children who are nonresidents of the City of Milwaukee, the principal will need to make arrangements with the parents of the child, the transportation carrier, and/or the sending suburban school system.

8. In non-emergency cases, if efforts to reach the parent or a responsible adult in the home are not successful, the child should be kept in school under the observation of the principal or a delegated school individual.

**(e) DISPOSITION OF MAJOR ILLNESS OR MAJOR INJURY CASES**

1. If, in the judgment of the principal or his/her designee, the injury or illness is serious enough and/or life-threatening, the Fire Department's Emergency Medical Services should be contacted at 911. This emergency medical service cannot be used to transport sick children home.

2. The principal will need to contact the parents immediately after calling for the Fire Department's Emergency Medical Service. The emergency home contact card can be used if regular phone service to the home is not successful.

3. If there is no telephone, an adult messenger from the school, such as an educational assistant or social worker, should go directly to the home to notify a parent.

4. The school should be prepared to give to the City of Milwaukee Fire Department Emergency Medical Service person written information indicating the child's name, parent's name, telephone number, and address.

5. The school should obtain information relative to the destination or hospital to which the child is to be taken, as well as the Fire Department person's name and the number of the fire Department Emergency Medical Service vehicle. The Fire Department's Emergency Medical Service vehicle will take the child to the closest hospital providing appropriate emergency service.

6. If efforts to reach the parents have failed, and the Fire Department's Emergency Medical Service vehicle has already transported the child, the school should continue to attempt to reach the parents.

**(f) DISPOSITION OF DRUG CASES IN THE SCHOOL**

1. Guidelines for disposition of minor illness cases should be followed as indicated above.

When a child is considered in serious condition and medical treatment is needed immediately, emergency procedures indicated under major illness or injury above are to be followed.

2. If drug use by a student is confirmed, this information will be referred to the doctor or nurse, if present in the building, and to the principal or his/her designee for determination of the seriousness of the case.

3. Teachers having contact with students suspected of using drugs are to refer them to the appropriate staff member. In accordance with the local school plan, this could be the school nurse, school doctor, school psychologist, social worker, guidance counselor, resource coordinator, or a member of the administrative team.

4. Care must be exercised so that students suspected of using drugs are not accused unjustly of drug misuse. School personnel should not go beyond reporting the observed symptoms in a given case.

5. Information about suspected or established cases of drug abuse should be handled in a professional and confidential manner.

6. Additional action will be taken in accordance with the Board’s policy on alcohol and drug abuse.

**Legal Ref.:** W.S. 118.07, 121.02

**Cross Ref.:** Admin. Policy 4.01 Emergency Plans  
8.22 Alcohol Use by Students/Student Drug Abuse

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