



Book	Policy Manual
Section	Nursing Related
Title	EMERGENCY NURSING SERVICES/PLAN
Code	po5310.01
Status	
Adopted	October 24, 2011
Last Revised	December 13, 2017

5310.01 - **EMERGENCY NURSING SERVICES/PLAN**

To provide for the health and safety of students, the District shall develop an emergency nursing services plan (also known as protocols). This plan shall be in accordance with statutory requirements for the provision of emergency nursing services and shall include the following requirements:

- A. The school nurse develops and reviews all policies related to the provision of emergency nursing services for students, in collaboration with District staff and community health agencies designated by the Board.

Such Board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 5335 - Care of Students with Chronic Health Conditions, Policy 8450 - Control of Casual Contact Communicable Diseases, and Policy 8453 - Direct Contact Communicable Diseases), accidental injury (see Policy 5340 - Student Accidents/Illnesses/Concussion & Sudden Cardiac Arrest), and the administration of medication and emergency care (see Policy 5330 - Administration of Medication/Emergency Care). These Board policies and their respective protocols shall be incorporated into the District's emergency nursing services plan.

- B. The District's emergency nursing services plan shall include specific protocols for dealing with student accidental injury, illness, and administration of medication at all school-sponsored activities, including but not limited to curricular, co-curricular and extra-curricular activities.
- C. Arrangements shall be made with a licensed physician to serve as medical advisor for the District's emergency nursing services plan.

The Superintendent shall annually designate the District's medical advisors.

- D. The District shall make emergency nursing services available during the regular school day, including summer or interim school, and during all school-sponsored student activities.

For purposes of this policy, the following definition shall be used:

- "Emergency Nursing Services" are the system of nursing services and health procedures provided for pupils who become ill or injured at school sponsored activities, in accordance with a written plan developed by a registered nurse. That means "emergency nursing services" is not just school nurses responding to emergencies. It is the entire infrastructure for ensuring medical response across all schools and school sponsored events.

The emergency nursing services plan shall indicate how such services shall be made available by the District during such times. The District may provide for such emergency nursing services through District staff or through outside services such as local emergency response resources.



Book	Policy Manual
Section	Nursing Related
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	
Adopted	June 9, 2008
Last Revised	May 14, 2025

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or a student with disabilities requires medication to benefit from the student's educational program.

For purposes of this policy, the following definition shall be used:

"Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent/guardian. Such documentation shall be kept on file in the EHR (electronic health record) or school office/health room. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored, unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the EHR (electronic health record) or school office/health room. Substances that are not FDA approved will not be administered by District staff must have written instruction from the student's practitioner accompanied by the written authorization from the parent/guardian. Nonprescription drugs that are

provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student name. For high school and middle school students only, if a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Parents at all levels may fill out a med consent form for nonprescription meds, but they must be supplied by the parent at elementary level or if a liquid or chewable form is needed at the high school or middle school level.

Student Possession of Medication

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications and prescription medications at school, if the appropriate medication authorization form is filed in the EHR (electronic health record), provided the student is in possession and self-administers in compliance with relevant District policies. Responsible students in grades K-8 may be permitted to possess and self-administer medications after consultation with the school nurse, and parent/guardian. Permission must be obtained every school year.

This provision of policy is to be viewed together with the Board Policy 5350 - Student Use of Possession of Intoxicants, Drugs, or Paraphernalia.

CBD Products at Schools

No CBD products are permitted for use at school or at school-sponsored events.

General Provisions

Parents/guardians may come to school and administer medication to their child at school or at school-sponsored events.

Emergency medications maintained by the District are available only during the regular school day when designated and trained staff are present. The District does not guarantee access to student-specific emergency medications during activities occurring outside regular school hours (including after-school programs, extracurricular practices, evening events, or off-site activities). Parents/guardians are responsible for providing the medication directly to the supervising staff for any activity outside the regular school day

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

Any bus driver, staff member or volunteer, authorized in writing by the Superintendent or a principal, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence, and, in the case of any staff member or volunteer who administers glucagon or epinephrine, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug. Such immunity does not apply to health-care professionals.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner, when such an order is required by law; and has been delegated by the school nurse; the parent/guardian has provided the required written authorization; provided that the staff member has completed any necessary required training and that staff member voluntarily agrees to deliver administer the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions, consent forms, and the Medications Administration Daily Log(s).

Use of Essential Oils

All students and staff are prohibited from using essential oils at school.

Opioid Antagonist Plan

Refer to Board Policy 5330.04 - Administration of Naloxone (Narcan)

Epinephrine Auto-Injectors

Refer to Board Policy 5330.02 - Staff Administration of Non-Student Specific Epinephrine

Revised 7/11/11

Revised 8/27/12

Revised 9/22/14

Revised 5/9/18

Revised 7/8/20

Revised 8/12/20

T.C. 8/11/21

Revised 1/8/25

Revised 3/11/26

© Neola 20256

Legal
118.29, Wis. Stats.
118.291, Wis. Stats.
118.292, Wis. Stats.
118.2925, Wis. Stats.
121.02, Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Last Modified by Jennifer Bower on February 4, 2026



Book	Policy Manual
Section	Nursing Related
Title	CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	
Adopted	September 22, 2014
Last Revised	August 25, 2023

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities.

Chronic health conditions, for the purposes of this policy, shall include but not be limited to:

- A. "peanut" and other food allergies;
- B. allergies;
- C. asthma;
- D. diabetes;
- E. seizure disorder;
- F. cerebral palsy;
- G. spina bifida;
- H. neuro-muscular disorder.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 - Student Records and Policy 8350 - Confidentiality.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. development of Individual Health Plans (IHP) and/or Emergency Action Plans (EAP) as appropriate;
- C. coordination of health care management activities by school staff;
- D. communication among school staff who interact with children with chronic health conditions;
- E. development of protocols to prevent exposure/episodic reactions;

F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;
- B. modified activities as indicated by the student's EAP, IHP, 504 plan, or Individualized Education Plan ("IEP");
- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written EAP and/or IHP, signed by the child's parents and a physician, for each student with a chronic health condition;
- B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written EAP and/or IHP on-site;
- C. procedures for students to have immediate access to medications in accordance with Policy 5330 - Administration of Medication/Emergency Care that allow students to self-care and self-administer emergency medications, including inhalers, and epinephrine auto-injectors, as prescribed by a medical professional and approved by parents;
- D. prevention strategies to avoid causal elements;
- E. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-day related activity or event.

Staff will be trained about chronic health conditions and their control in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

T.C. 4/14/22

T.C. 8/25/23

Revised 3/11/26

© Neola 20236

Last Modified by Jennifer Bower on February 2, 2026



Book	Policy Manual
Section	Nursing Related
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
Code	po5340
Status	
Adopted	June 9, 2008
Last Revised	May 14, 2025

5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

The administrator ~~in charge~~ or designated staff member must record accidents in the District's online system. They must also submit an accident report to the District Office whenever a significant accident or injury occurs on school grounds, including any incident requiring medical evaluation or emergency care ~~school office on all accidents.~~

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) then the student's parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion

management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age twelve (12) and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction (DPI) and Wisconsin Interscholastic Athletic Association (WIAA):

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

Revised 3/10/14
Revised 10/30/19
Revised 10/25/23
T.C. 5/14/25
Revised 3/11/26

© Neola 20256

Legal 118.29, 118.293, 118.2935, Wis. Stats.

Last Modified by Jennifer Bower on February 2, 2026