

EMERGENCY NURSING SERVICES

Emergency Nursing Services

1. An emergency service is established as part of the health services for students and school employees:

A. Definitions:

1. Emergencies are those conditions which require prompt, intervening action to maintain the physical, mental and emotional health of students.
2. Emergency nursing service means nursing assessment and may include intervening action by the school nurse or designated individuals (On Campus utilize Emergency Response Team - see Emergency Procedures for On Campus. Off campus utilize the district employee in charge of the event - see Emergency procedures for Off Campus field trips/sporting events.)

B. The emergency nursing service shall be under the direction of the school nurse. The school nurse shall be a licensed registered nurse in the State of Wisconsin.

C. The district shall ascertain that a physician will serve as a Medical Advisor to the district on an annual basis. (One of his/her duties as Medical Advisor is the annual review of the Emergency Nursing Service Plan which includes the review of emergency services, facilities, supplies, first aid orders, policy and procedures).

2. Emergency Form

A. Students

1. A "Student Emergency Form" is on file in the school office near the health rooms in the Early Learning Center, Elementary School, Middle School and High School Parent(s)/Guardian(s) are required to complete both sides of the "Emergency Form." It is the responsibility of the building principal or designee to make sure that a "Student Emergency Form" is on file for each student attending school. The form must be filled out annually for each student.
2. A Confidential Health List is created by the information obtained from the "Student Emergency Form." This information is provided to the building principal by the school nurse. The building principal / school nurse will determine appropriate staff to receive the Confidential Health List and will distribute accordingly.

B. Staff

1. A "Staff Emergency Form " for all staff will be located in the office of each school building/ District Office. See building principal for "Staff Emergency Form".

3. On Campus Emergency Procedures (school hours of 7:30 am - 3:30 pm)

- A. The ill and injured are to report to the office of the building principal or designees. First aid stations are located in the office area and/or the health room. All student visits to the health room and/or office shall be recorded in the "Student Health Room Log" by the building principal or designee.
1. The completed Student Health Room Logs will be filed in the student's Health Record.
- B. First Aid standing orders are reviewed and revised annually by the medical advisor. These are posted at each first aid station.
- C. First Aid Training
1. Training and retraining will be provided as recommended by the American Heart Association guidelines.
 2. Staff to receive first aid training are those whose job descriptions require the training and other staff that the school nurse deems necessary.
- D. If it is determined by the building principal, or designee that a student should go home as the result of a sudden illness or accident, the building principal or designee shall contact the parent(s)/guardian(s) / emergency contact person(s) on the "Student Emergency Form" so that the student may be taken home or to the hospital as deemed necessary. No student shall be sent home unless this home contact has been made.
- E. Emergency Response Team (ERT)
1. An announcement on the intercom/public system that signifies that a life-threatening situation is occurring within the building.
 2. The ERT procedure has been established to ensure a safe, expedient process to provide emergency care to an injured/ill student/ employee/visitor.
 3. Emergency Response Team (ERT)
 - a. The ERT consists of staff that are assigned by the building principal on a volunteer basis. ERT members will receive Cardiopulmonary Resuscitation (CPR) / Automatic External Defibrillator (AED) training as recommended by the American Heart Association certification guidelines. Certification will be every two years as determined by the American Heart Association certification guidelines. The ERT will also receive First Aid training every three years as determined by the American Heart Association certification guidelines.
 - b. The ERT will respond to building student, staff or visitor emergencies as they occur and will follow ERT procedures as defined below.

4. ERT Procedures

- a. Once the office is made aware of an emergency, the building secretary announces over the intercom/public address system, on “all call” the ERT situation and where it is reported to have occurred.
- b. The ERT will respond to the emergency and assess the situation and will determine if EMS should be activated. The ERT will alert the building secretary to contact 911 if necessary or when deemed necessary the call will be made at the scene.
- c. Other instructors shall assist in supervising for ERT members’ classrooms.
- d. The building principal or secretary shall contact the student’s parent(s) /guardian(s) /emergency contact person(s) or employee’s emergency contact person.
- e. Copy of Emergency Form is to be sent to the code blue location. A copy will be given to the EMS staff if applicable i.e., for transport to a hospital.
- f. If student/staff is being transported to a hospital, building principal or designee should go directly to the medical facility in which the student/staff has been taken to await for arrival of parent(s)/guardian(s)/ emergency contact person(s).
- g. The building secretary announces an “all clear” in the building when appropriate.
- h. An ERT Report will also be submitted to the school nurse office/building principal by the ERT. A Student Accident Report shall also be completed at the time of an accident. (See Accident Report Form)
- i. The ERT procedures shall be updated annually by the school nurse. All annual updates will be shared with the building staff members/ERT. A copy of these guidelines should also be placed in the substitute teacher folder and new staff booklet.

5. Accident Reports

a. Definition

An accident is an unexpected happening causing loss or injury for which medical attention may be required.

- b. An accident report shall be completed by using the Student Accident Form in the event of an accident /injury of a student. This report shall be completed at the first opportunity by school staff. A copy of the report shall be distributed to the building principal, business manager and school nurse.
- c. Staff/Visitor injury accident report forms should be completed and forwarded to the building principal and business manager at the first opportunity.

4. Off Campus Emergency Procedure

A. Definition - Off Campus

1. “Event” and “Activity” are meant to include, but are not limited to, field trips, all sporting, social, extra and co-curricular functions sponsored by the Marshall School District.

B. District Employee Responsibility

1. The district employee in charge of the field trip, sporting activity or event shall, to the best of his/her ability, provide for the safety and well-being of the student participants. It will be the responsibility of the district employee to have in his/her possession the Marshall School District “Student Emergency Form” Field Trip Permission Form for each participant during an off-campus event or activity which requires the student to be away from home or school.
2. The district employee in charge or designee shall assure that a first aid kit, and any medications in accordance with the district Medication Policy be taken along for off campus event/activity which requires the student to be away from home or school.

C. Off Campus Emergency Procedures

1. In the event of an injury/illness, medical assistance/first aid will be provided if necessary.
2. If the district employee determines, the student requires immediate, professional medical attention, the district employee shall, by the quickest means possible, notify the nearest medical emergency response agency. If the student’s parent(s)/ guardian(s) is present they should assume responsibility for the care of the student. If it has been determined that parent(s)/guardian(s)/ emergency contact person(s) is not present at the activity/event, the district employee shall seek appropriate medical care.
3. The district employee in charge of the event shall secure a cell phone prior to the departure in case of an emergency. The district employee shall contact the student’s school regarding the student’s illness/injury. The school will then attempt to contact the parent(s) /guardian(s). If the parent(s) / guardian(s) cannot be located, the emergency contact person(s) shall be notified. If the school cannot be contacted by the district employee due to the time of day or day of the week, the district employee shall then call the parent(s)/guardian(s)/emergency contact person(s) directly as noted on the Student Emergency Form/ Field Trip Permission Form.
4. The district employee or a designated responsible adult, upon making arrangements for the supervision of the remaining students, shall, if practical, go directly to the medical facility to which the injured/sick student has been taken.
5. The district employee shall make a sincere effort to remain with the student until his/her parent(s)/guardian(s)/ emergency contact person(s) arrives. If this is not possible, the

district employee shall give the attending doctor or person in charge the address and/or telephone number where he/she may reach the parent(s)/guardian(s)/ emergency contact person(s).

6. If the parent(s) /guardian(s)/ emergency contact person(s) are unavailable to come to the medical facility and have given verbal consent to release the child to the district employee, the district employee will assume custody of the child.
7. Prior to assuming custody of the student, the district employee shall make a sincere effort to receive from the attending doctor a signed and dated release. The district employee shall make a sincere effort also to obtain from the doctor in writing, any and all instructions necessary for the proper care of the student until he/she returns to his/her parent(s)/guardian(s)/ emergency contact person(s).
8. For any injury/illness that requires professional medical attention, the district employee shall file a Marshall School District "Student Accident Report" as soon as reasonable possible.

Legal References:

Cross References:

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