

Policies of the Board of Education

Section G Support Services

EMERGENCY NURSING SERVICE

700.3

Lake Country School District

Emergency Nursing Services

Legal Reference: Wisconsin Statutes, s.s. 121.02(1)

Cross Reference: Communicable Disease 453.3 and Administering Medication to Students 453.4

402.01

Emergency Nursing Services shall be provided in the lake Country School District in accordance with state laws and regulations. The objective of emergency nursing services is the maintenance of the physical, mental and emotional health of students while they are at school or participating in school activities.

Written procedures for emergency services shall be evaluated and, if necessary, revised annually. These procedures will describe services provided for handling accidental injury, illness and medication at all school-sponsored activities.

402.02 Medically Involved Children and Emergency Nursing Services

Medically involved children are those children who have medical conditions that require specialized handling, environments of healthcare procedures usually provided with appropriate educational opportunities in accordance with federal, state and local statutes/policies. Lake Country School district will establish procedures that include a school health service plan and appropriate staff training. The training and individual healthcare plans are based upon consultation with and/or prescribed treatments ordered by medical personnel responsible for the student's care.

In providing for emergency nursing services and dealing with medically involved children, the district shall:

- A. Provide emergency nursing services under the direction of a nurse registered in Wisconsin and employed by the district being designated as the District Nursing Services Coordinator.

Emergency Nursing Services Responsibilities

Lake Country School district shall provide emergency nursing service to students suffering from illness and/or accidental injury. The district shall also supervise the administration of medications to students.

Under the direction and/or training of the District Nursing Services Coordinator and the district administration the school office assistant(s), school secretary, or health room aide will provide emergency nursing services and distribute medication to district students.

Health Volunteer Services

- ◆ Health room volunteers provide assistance to the district in caring for sick or injured students during school hours. Such services are carried out under the supervision of school authorities.
- ◆ It is recognized and agreed that the school is responsible for the health and protection of the student in the school. Therefore, any health care that is given to the student in school is under the direct supervision of school authorities. The District Administrator and the District Nursing Services Coordinator are responsible for the approval and continuing guidance in health care for the district.
- ◆ All volunteers, workers and health aides are insured under the district's comprehensive general liability policy.

- B. Arrange for a physician to serve as medical advisor for the emergency nursing services program.
- C. Establish written policies and procedures for dealing with accidental injury, illness and medication at all school-sponsored activities.

Administering Medication(s) to Students

The School Board will have written guidelines governing the dispensation of medicines and prescription medicines to pupils by school staff. The procedures will be developed with the assistance of the district nurse coordinator.

- D. Designate individuals at Lake Country School to be responsible for implementing emergency care for district students.
- E. Maintain a health room at Lake Country School that is equipped with the supplies to provide emergency care.

Health Room

A special health room is designated at Lake Country School. The District Nursing Services Coordinator and the medical advisor, under the guidance of the district administrator, shall determine the necessary supplies and related arrangements for delivery of health services.

- F. Maintain a medical record system of student healthcare

Health Services Record System

1. Daily Log

A daily record of all health room visits will be kept by health room attendants or by persons designated as responsible for emergency care. This log will be used to gather information to be used for medical referrals, accident prevention efforts and/or for noting visit trends or frequencies.

2. Student File/Health Emergency Card

Annually, the school will obtain up-to-date health information and emergency instructions for each student enrolled at Lake County School from the student's parent(s)/guardian. The district shall file this information on the Student Health/Emergency Information.

3. Cumulative Health Records

Health records are those records in the school district that pertain specifically to the physical welfare of the student. These records may include the following:

- ◆ Physical Report on Health Examinations
- ◆ Dental Examination Card
- ◆ Required Immunization Records for Entering School
- ◆ Student Health Record Card
- ◆ Other information such as Medication Permission form, physician reports and special instructions from the student's parents/guardians or physician(s)

4. Access to Records

In the course of their duties, health workers and other school employees have access to records that are of a personal and confidential nature. It is essential that they not be discussed with anyone other than those persons authorized by law and then only in accordance with established confidentiality requirements.

Adopted by School Board – February 1, 1993

Revised: December 4, 2002