

**Students****Welfare****Emergency Nursing Services Guidelines****Emergency Information**

1. Emergency information shall be on file for every student in the district and be updated annually.
2. Information about the health status of students shall be made available to appropriate staff by the district nurse or building principal. Individualized health plans will be developed by the district nurse in collaboration with medical personnel and the parent/guardian for students with medical conditions that warrant a health plan.
3. Emergency information will be available regarding students while on field trips. (See Liability Wavier form).

**Designated Health Areas and Supplies**

1. Health supplies and equipment will be placed in accessible locations within each building. First aid kits will be available in areas designated by the building principal and district nurse.
2. Emergency numbers shall be posted by each telephone. It is recommended that the suggested procedure for calling 911 also be posted by each phone or placed on each phone book.
3. Each designated health area shall have a current first aid manual and the Wisconsin Communicable Disease Chart from the Wisconsin Department of Health and Social Services, as provided by district nurse.
4. An Automatic External Defibrillator (AED) will be maintained by designated staff at all schools. The AED shall be used in emergency situations warranting its use by individuals specifically trained in use of the device.

**Designated Emergency Staff**

1. It is recommended that each building have at least four to eight staff (according to school size) who are CPR/AED and/or first aid trained. A list of staff that is CPR/AED and/or first aid trained will be provided to the building principals and updated annually.
2. The code to be used over the intercom for summoning CPR/AED and/or first aid trained employees for emergencies will be consistent with code(s) included in the District Crisis Response Plan.
3. Annual in-service training will be provided by the district nurse, building principal, and the crisis response team members as appropriate regarding emergencies and medical and crisis response procedures.

**Administering First Aid for Injury or Illness**

1. Major Medical Emergencies

- a. Whenever required, immediate first aid will be administered by the district nurse, designated medical alert team, principal, assistant principal, secretary or other adult supervisor according to current American Red Cross guidelines.
- b. In life threatening situations, severe injuries, or whenever deemed necessary, call 911 for Emergency Medical Services (EMS) immediately.
- c. Contact parents/guardian as soon as possible. If parent/guardian cannot be reached the district will attempt to reach emergency contacts.
- d. A responsible adult will remain with the student until the parent or guardian assumes responsibility. A school employee shall accompany the student to the medical facility unless a parent/guardian is in attendance.

## 2. Minor Injuries/Illness

- a. Inform designated first aid person.
- b. Administer first aid according to the injury.
- c. Refer to the designated first aid manual as provided by district nurse.
- d. Notify parent/guardian of all injuries that require first aid for which further attention may be necessary, as soon as possible via telephone, e-mail, or the Student Management System.

### **Accident Report Forms/Illness and Injury Log**

1. All injuries/illnesses treated by school personnel will be logged on an Injury/Illness Record and/or student management system and kept in each school office. These will be reviewed by the district nurse and kept for the duration of the school year.
2. More serious injuries will be recorded on the WUSD Incident Report form. This form will be placed in the student's cumulative folder and a copy will be kept for three years past the age of majority.

### **Illnesses/Injuries occurring at school-sponsored activities held at times other than regular school hours.**

1. The person in charge of any activity held during hours other than the regular school day shall:
  - a. Designate someone to administer first aid in accordance with established procedures.
  - b. Arrange for a portable first aid kit to be available.
  - c. Locate a telephone, which can be used for emergency calls. Information regarding telephones for emergency use will be provided to those using school building after regular hours.

Annual review of the emergency nursing service plan shall be made in June of each year by the medical advisor and the District nurse.

**Policy Approved:                    March 20, 1985**

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