

SCHOOL NURSING SERVICES

POLICY STATEMENT

- A. Nursing services will be provided in the School District in accordance with state laws and regulations. The objective of the nursing services is the maintenance of the physical, mental and emotional health of students while they are at school or participating in school activities.
- B. In providing for nursing services, the Board of Education will:
 - 1. Make school nursing services available to assist students with health needs in each school on a regularly scheduled basis; counsel with students, parents, and school personnel concerning the child's health needs; and assist in making referrals to appropriate medical authorities, as needed.
 - 2. Arrange for a licensed physician to serve as a medical advisor for the School District.
 - 3. Establish written policies and procedures for dealing with accidental injury, emergencies, illness and parental approval for medication at school and at all school-sponsored activities. These policies and procedures will be developed by the administration in consultation with the school nurse(s), be reviewed by the medical advisor and be adopted by the Board.
 - 4. Make available and accessible equipment, supplies, and space for emergency nursing services in all buildings.
 - 5. Maintain a record system which includes accident investigation reports and a log of services performed.
 - 6. Annually review the nursing services program.
- C. Emergency nursing services will be made available in the District schools under the direction of a nurse(s) provided in cooperation with the Waupaca County Health Department. These services will be made available during the regular school day.
- D. School nursing will be reviewed annually and modified where necessary to meet local needs.

POLICY PROCEDURE

- A. Emergency care.
 - 1. The parent(s) or guardian of each child in the District will be requested annually, by the building Principal to complete an appropriate form providing parental approval for emergency medical care.
 - 2. In life-threatening situations or in situations where the need for immediate medical care is suspected, the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency medical services must be activated by calling 911. The building principal, designee or program supervisor must act on behalf of the parent or guardian when medical assistance and response time may be critical to

preserve life or prevent major disability. In these instances, emergency medical services are called first, parent or guardian second.

3. School personnel will administer first aid when it is considered necessary to the well-being of the child.
 4. Any school employee or volunteer, other than a health care professional, who in good faith renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.
 5. No child who is ill or injured will be allowed to leave the building during the school day without the knowledge of the building principal, or his/her designee.
 6. No child who is ill or injured will be sent home during the school day without the permission of his/her parent/guardian or the designated emergency contact person. A daily log is kept at each school for documentation.
- B. Emergency plan for curricular and co-curricular activities.
1. The District's student enrollment card is completed and signed annually by the student's parent or guardian and kept in each school office. Emergency information on the card includes student medical concerns or problem(s). A primary and alternate contact is listed in case the parent/guardian cannot be reached for an emergency or illness. It is the responsibility of the student's parent/guardian to update the school secretary with new information.
 2. When students are involved in activities away from their home school, emergency information will be available should a need arise to activate emergency medical services. It is the responsibility of the building principal or his/her designee to see to it that this information is readily available. The District's curricular and co-curricular permission form will be filled out by the student's parent/guardian. The curricular/co-curricular checklist will be completed by appropriate District personnel.
 3. The District buses are equipped with a radio which can be used to call for emergency medical services. If a bus is not available and emergency medical services are needed, it is the responsibility of the building principal or his/her designee to locate the nearest telephone and call for emergency medical services.
 4. A first aid kit will be located on each District bus.
 5. A first aid kit will be located in each school's health office and will be available for field trips.
- C. Emergency plan for athletic events.
1. The head coach/designee will:
 - a. Know nearest telephone location for all events at home and away.
 - b. Define emergency response system for the event.
 - c. Assign one person to alert emergency medical services should the need arise.

- d. Designate person(s) to carry necessary emergency supplies in field kit which includes the athletic emergency card. It is the responsibility of the student's parent/guardian to update the program supervisor/designee of new information.
 - e. Keep a list of personnel currently certified in CPR and first aid.
- D. Health records.
- 1. Health records will be maintained for each student. Pertinent information concerning the child's physical and mental health will be noted on these record cards.
 - 2. All health records will be considered confidential and will be accessible only to those persons authorized by Board policy. These records may be released to other individuals or agencies only with written permission of the student and/or his/her parent or guardian.
- E. Reporting suspected health problems.
- 1. Any teacher who suspects a student's health is presenting a problem may notify the school nurse(s) who will request a statement of fitness from a doctor or a letter from the student's parent or guardian releasing the school from liability.

LEGAL REFERENCE: Section 118.07(1) Wisconsin Statutes
Section 118.125 Wisconsin Statutes
Section 118.29 Wisconsin Statutes
Section 120.02(1)(g) and (i) Wisconsin Statutes
Section 121.02(1)(i) Wisconsin Statutes
Section 140.05 Wisconsin Statutes
Section 143.12 Wisconsin Statutes

CROSS-REFERENCE: 453.4 Medication – Administering to Students