**WALWORTH POLICY: 453.1**

**EMERGENCY NURSING SERVICES AND FIRST AID**

The health service room shall be available to all pupils and staff during the school day for emergency nursing services. A notification form for emergency illness shall be on file for each pupil and school employee, and shall be updated annually.

During the school day, direct emergency services shall be provided by the School Nurse or designated staff members. Arrangements shall be made by the Administration for the provision of emergency services at all school-sponsored curricular and extra-curricular events and field trips. The designated person shall be knowledgeable about the school's emergency nursing services procedures and protocols.

SCHOOL NURSE

Under the policies approved by the Board of Education, the School Nurse providing emergency nursing services will:

1. Ensure that pupil personal health records and emergency notification forms for pupils and staff are on file and up to date.

2. Ensure that first aid kits, medical equipment, and supplies and space for the emergency nursing services are appropriate and readily accessible.

3. Assess the needs of the ill or injured pupil, make a professional nursing judgment about the care needed, and take appropriate action,

4. Maintain a log of health care and emergency services provided.

5. Recommend to pupils, parents and school personnel appropriate steps to prevent

reoccurrence of the emergency illness or accident as needed.

6. Monitor high risk pupils to prevent conditions requiring emergency care.

7. Train, or arrange for the training of, designated staff members to assist with providing health care, first aid and emergency care in all attendance centers.

8. Supervise the services provided by the designated staff members and be on call to assist them.

9. Maintain, or supervise the maintenance of, required equipment and supplies and the condition of the health service room(s). An inventory of all equipment and supplies shall be maintained and monitored.

10. Assist the designated medical advisor and other school personnel in developing District health care and emergency nursing policies, procedures and protocols.

11. Prepare an annual emergency nursing services report for the Board of Education.

MEDICAL ADVISOR

Under the policies approved by the Board of Education, the designated medical advisor will:

1. Annually review the pupil health care and emergency nursing services policies,

procedures and protocols and recommend necessary changes.

2. Be available for consultation with the School Nurse or school district personnel

regarding pupil health concerns, including, but not limited to, complex medical needs and communicable disease management.

FIRST AID

First Aid is emergency care or treatment given to an ill or injured pupil before regular medical aid can be obtained. School personnel may handle routine first aid procedures for minor injuries or illnesses. If additional care is needed, the pupil must be referred to the School Nurse or designated staff member.

In emergency situations, school personnel will:

1. Administer first aid to:

a. restore and maintain breathing

b. stop severe bleeding

c. treat for shock

2. Give first aid according to written procedures and protocols adopted by the Board of Education.

3. Notify an administrator, the principal, School Nurse or the designated staff member as soon as possible about the situation requiring medical attention.

4. Contact the pupil's parents, guardians or emergency contact person as soon as possible.

5. Stay with the pupil s until the School Nurse or designated staff member assumes

responsibility, and advises that your assistance is no longer needed.

If, in the opinion of the School Nurse, designated staff member and/or school administrator, the illness or injury requires immediate medical attention, emergency medical services (EMS) shall be summoned. An adult will remain with the pupil to provide first aid while a second adult calls EMS.

**LEGAL REFERENCES:**  Wisconsin Statutes Sections

118.07

118.13

118.125

118.29

118.291 - 118.294

120.12(16)

121.02 (1) (g)

146.81 - 146.84

252.04

Chapter 441

895.48

PI 8.01 (2) (g)- Wisconsin Administrative Code

PI 9- Wisconsin Administrative Code

N 6, 7-Wisconsin Administrative Code

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September 2009

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