

**SCHOOL DISTRICT OF ATHENS
EMERGENCY NURSING SERVICE GUIDELINES**

#453.1 Rule

Adopted: 10/21/96

Revised: 6/9/99

Revised: 11/16/15

Student Health Procedures

1. All students will have an enrollment/medical information card for emergency or illness to be filled out and returned to school annually. These cards are filled in the office of the school attended. Each year, the school nurse will develop a confidential student health inventory on students with specific health needs. This will be shared with appropriate classroom teachers, coaches, and used on field trips.
2. If a student becomes ill or is injured, parent(s)/guardian(s) will be notified by the school office personnel to pick up their child or that they will be taken home. No student will be sent/left home without parental consent or without an adult being at home.
3. The emergency phone number is 911. The Athens Area Ambulance Service will be on call to provide emergency health services and transportation when serious emergencies occur.
4. Staff who are certified EMTs will be called (if any emergency occurs). A list of EMTs and those certified in CPR and First Aid will be identified in the Emergency Response Plan. Refresher courses of CPR and First Aid will be offered yearly by the school nurses. When first aid or CPR is to be given, school personnel are authorized to administer only prudent measures set up in the District's policy on emergency care principles.

Marathon County Special Education coordinates Emergency Nursing Services for the District with the follow procedures.

In cooperation with Marathon County Special Education, the District Administrator will:

1. Understand and ensure compliance with all federal and state laws related to school based nursing services.
2. Ensure that emergency nursing services are provided through consultation with a School Nurse registered in Wisconsin.
3. Arrange for a licensed physician to serve as District Medical Advisor for emergency nursing services.
4. Ensure that the school district has a formal system of collecting emergency pupil information and parental approval for emergency medical care, on a yearly basis.
5. Ensure that the district has developed standing orders/protocols for the provision of injury and illness management in collaboration with the School Nurse and under the direction of the medical advisor.
6. Review policies and procedures for emergency nursing services program, which will include all first aid standing orders/protocols in consultation with School Nurse and Medical Advisor as well as school board annually and as needed.
7. Ensure that the Emergency Nursing Services Program is reviewed with the school board at least annually.
8. In collaboration with School Nurse, identify and assign responsible individuals to assist in providing emergency nursing services (medication administration and injury and illness protocols).

9. Provide appropriate staff with evidence-based first aid training such as American Red Cross First Aid or American Academy of Pediatrics PedFACTS.
10. Establish an emergency management team which consists of multiple school staff within each building who are designated and trained to handle emergencies according to established protocols until the nurse, physician, or other emergency personnel can be reached during the school day and during all school sponsored events, such as (but not limited to) field trips, athletic events, extra-curricular activities.
11. Make available student emergency information, equipment, supplies and space necessary for implementing emergency nursing services in each occupied school building within the district.
12. Identify and assign a staff member to regularly take inventory of necessary or recommended supplies for health rooms and inform designated person when supplies are needed.
13. Identify and assign a staff member to track emergency medication inventory and expiration dates.
14. Develop an emergency Shelter-In-Place plan in collaboration with emergency management team at the beginning of each school year.
15. Ensure that the school district has a record system, including accident reports and a log of services performed, including but not limited to:
 - a. Injury
 - b. Illness management
 - c. Medication administration
 - d. Delegated nursing services
16. Ensure that school staff is aware of confidentiality standards and that the standards are maintained in accordance with state and federal laws and regulations.
17. Complete a yearly performance evaluation of school staff responsible for providing emergency nursing services.
18. Ensure that schools within the district have an efficient and effective campus-wide communication system (including on school buses) (PA system, cellular phones, walkie-talkies).

The Medical Advisor will:

1. Assist with the development of policies and procedures for emergency nursing services, including all first aid (injury) and illness standing orders/protocols in consultation with School Nurses and administration annually and as needed.
2. Assist with the yearly review of emergency nursing services, providing suggestions to improve quality, efficiency, and safety.
3. Serve as a resource/consultant for student health concerns, especially students with special health care needs, including but not limited to the review emergency action and individual health care plans of medically fragile students.
4. Serve as consult in prevention, identification and control of communicable disease(s).
5. Assist with the development of sports medicine policies and procedures.
6. Review health appraisal screening guidelines in the school setting.
7. Review crisis management and pandemic mitigation plans.
8. Consult with the School Nurse regarding the safety of delegation to school personnel.
9. Following a medical emergency at school, meet with appropriate school personnel, parents/guardians and School Nurse to evaluate the process, emergency protocol, the

adequacy of services provided, and the accuracy and completeness of data recorded to evaluate access to and quality of emergency services and materials. Make necessary recommendations for changes in the school's protocols, supplies, and individual student emergency action plan.

The following are suggested activities that the medical advisor can assist with:

1. Serve as resource/consultant for employee health concerns.
2. Provide recommendations and consultation for training needs for staff.
3. Consult on issues related to the school environment and physical plant.
4. Develop/revise district health care record keeping and documentation procedures.
5. Establish a school-based or school-linked health system.
6. Assist with conducting a yearly medical emergency drill.
7. Evaluate the efficacy of nursing and health services.
8. Interpret medical records as may be necessary to determine appropriate educational placement and services for students with section 504 accommodation and individual educational programs.
9. Evaluate students with significant chronic or acute medical problems, possibly including emergency care.
10. Evaluate students to assist in the determination of need for an individualized education plan or other special education services.
11. Identify students, faculty, or staff with health problems requiring medical referral.
12. Direct, provide and/or supervise medical care at athletic practices and extra-curricular events.
13. Provide and/or supervise medical care in a school-based or school-linked setting.
14. Facilitate communication between the school district and local primary care physicians and clinics, both in matters concerning individual students and in matters of the general operation of the district's health services.
15. Facilitate appropriate IEP's outcomes by acting as an advocate within the school system for students with special needs, and a liaison between the school district and the student, his/her family and primary care physician.
16. Serve as an expert medical witness on the school district's behalf, if it is deemed appropriate to do so.

The School Nurse will:

1. Assist with the development of policies and procedures for emergency nursing services, including first aid (injury) and illness standing orders/protocols in consultation with medical advisor and administration annually and as needed.
2. Assist with the annual review of emergency nursing services program by the school board.
3. In collaboration with administration, identify responsible individuals to assist in providing emergency nursing services based on established illness and injury management standing orders/protocols.
4. Provide or arrange for the provision of first aid training for school district staff that will be providing emergency nursing services (first aid and illness management). Note: The School Nurse is not responsible to delegate first aid and illness management. Injury and illness management are under the direction of standing orders/protocols developed by the medical advisor.

5. Provide consultation and advice to staff via telephone for student non-emergency health concerns.
 - a. All emergency situations should be referred to local emergency services (i.e. 911)
6. Develop, review and update medication administration protocols annually in consultation with medical advisor and the administration.
7. In collaboration with the administrator, identify school staff that will be responsible for medication administration.
8. Provide or arrange for the provision of required training and education for staff that will be providing medication administration.
 - a. Document training provided and date of training.
 - b. Evaluates and documents competency of staff assigned to administer medications.
 - c. Maintain records of who has been trained and provide updated list to administration.
 - d. Provide periodic review of medication administration records.¹⁷
 - e. Review medication errors to determine necessary revisions to the medication policies and procedures.
 - f. Communicate with administration when there are concerns regarding the willingness or ability of a school district employee's ability to safely or effectively administer medications.
9. Provide training to school staff on the following (but not limited to):
 - a. Diabetic emergencies
 - i. Use of glucagon
 - b. Anaphylactic emergencies
 - i. Use of epinephrine
 - c. Epileptic emergencies
 - i. Use of diazepam
 - d. Asthmatic emergencies
 - i. Use of albuterol inhaler/nebulizer
10. Assist in identifying students within the district who have medical or health concerns that may require an Individualized Health Plan (IHP), Emergency Action Plans, 504, or Individualized Education Plan (IEP).

Additional Nursing Services available based on contracted hours:

1. Review [School District's] immunization compliance reports.
2. Assist with completing immunization compliance reporting requirements.
3. Provide or coordinate educational opportunities for staff regarding communicable disease prevention, identification and management.
4. Monitor trends in student and staff health complaints and absentee reports to identify potential communicable disease outbreaks or environmental concerns.
5. Monitor trends in accident reports to identify possible safety concerns in the school.
6. Assist with the arrangement of CPR/AED and first aid training for school staff, including before/after school and athletic staff.
7. Maintain a list of staff that is currently certified in CPR and first aid.
8. Provide consultation or participate on Crisis or Emergency Management Team and assists in the development of school safety plan.
 - a. Consult or assist in the development of safety plans which include scenarios for lock down, shelter-in-place, evacuation, and relocation.

- b. Consult or assist in the development of a written plan for the evacuation of students with disabilities or health concerns in the event of an emergency.
 - c. Consult or assist in the development of a safety plan that addresses how to manage the complex medical needs of the student with disabilities or health concerns in the event of a larger community emergency.
9. Facilitate a yearly medical emergency drill in each school building within the district.
 10. Provide or assist in arranging for the provision of necessary preventive screenings for students (such as vision, hearing, developmental).
 11. Provide consultation or participate on health related committees and work groups (such as Wellness Committee and Pupil Services Team).

Delegated Nursing Services only provided through additional contracted nursing hours:

1. Provide general supervision to staff that will be providing medication administration.
 - a. Participate in evaluation process for staff performing medication administration, at least yearly.
2. Maintain required documentation and paperwork for medication administration Medicaid billing. (NOTE: if school district chooses to bill Medicaid for the administration of medication, the School Nurse is required to delegate the administration of medication and provide the proper documentation of the delegation.)⁶
3. Develop, evaluate and update, as needed, IHPs, Emergency Action Plans, 504s and/or IEPs.
 - a. In the development of the IHP, the School Nurse assesses the developmental, cognitive, and physical status of the student to determine the ability of the student to independently manage their chronic condition at school.
 - b. In the development of the IHP, the School Nurse determines the nursing interventions and school accommodations needed for all school activities based on the developmental, cognitive, and physical status of the student.
 - c. In the development of the IHP, the School Nurse identifies and coordinates the interventions for school activities (such as who will oversee student's medication administration, glucose monitoring, etc).
 - d. In the development of the IHP, the School Nurse formulates individual pupil goals related to the pupil's health concern.
 - e. School Nurse evaluates pupil's health related outcomes at least once annually.^(5,6,8,9)
4. Review IHP, Emergency Action Plan, 504 or IEP with appropriate school staff including extracurricular activity coaches or coordinators, while being careful not to compromise student's confidentiality.
5. Provide required training, education, and general supervision to staff that will be providing delegated nursing services (such as nursing services required as part of a student's IEP, 504 or IHP, ie. medication management, suctioning, dressing changes, nebulizer treatment, G-tube feeding).
 - a. Document training provided and date of training.
 - b. Evaluates and documents competency of staff assigned to provide delegated nursing services.
 - c. Maintain records of who has been trained and provide updated list to administration.
 - d. At minimum, provides "general supervision" to staff performing delegated nursing services. (General supervision means regularly to coordinate, direct and inspect the practice of another).

- e. Ensures that appropriate medical records are maintained for nursing services provided.
 - f. Participate in evaluation process for staff performing delegated nursing services, at least yearly.
 - g. Performs internal review and quality assurance checks to promote the quality of nursing services.
 - h. Communicate with administration when concerns arise regarding the ability of a school district employee to safely or effectively provide delegated nursing services.
6. The following Wisconsin Medicaid Nursing Services are required to be provided by a School Nurse or be delegated to an licensed practical nurse (LPN) or unlicensed assistive personnel (UAP) by the School Nurse (a School Nurse cannot delegate to another registered nurse):
- a. G-tube medication
 - b. Oral medication
 - c. Injectable medication
 - d. Eye drops
 - e. Intravenous medications
 - f. Topical medications
 - g. Rectal medications
 - h. G-tube feeding
 - i. Venting G-tube
 - j. Intermittent catheterization
 - k. Tracheotomy care
 - l. Ostomy care
 - m. Hand-held nebulization
 - n. Aerosol machine nebulization
 - o. Blood glucose
 - p. Suctioning
 - q. Continuous oxygen (i.e., time for filling tank)
 - r. Dressing changes
 - s. Chest physiotherapy
 - t. Vital signs
 - u. As needed oxygen

NOTE: Under Standards of Practice for Registered Nurses, N6.03 Wisconsin Administrative Code, only the School Nurse may delegate services to LPNs or UAPs. For delegated nursing services under the school-based services benefit, the School Nurse is responsible for delegating the services, must agree to the delegation of the service and is responsible for supervision of the delegatee. The School Nurse reserves the right to un-assign delegated nursing services from a school employee for any reason.

7. The professional school nurse cannot delegate the following nursing services:
- a. Vital signs assessment
 - b. Acute problem assessment
 - c. Initial IEP team assessment
 - d. Re-evaluation for IEP team
 - e. Nursing development testing and assessment
 - f. IEP plan development/IEP team-related activities ⁽⁶⁾

8. The School Nurse reserves the right to refuse to delegate certain nursing procedures such as but not limited to:
 - a. Administration of medications through an intravenous line or central venous line
 - b. Nasogastric tube feeding

REFERENCE: Wisconsin School Health Services Project, wpha.org