

Emergency Nursing Services

Definitions:

“Professional Nurse”: is a nurse who has a certificate of registration under s. 441.06 or who is licensed as a registered nurse in a party state, as defined in s. 441.50 (2) (j) who performs for compensation of any act in the observation or care of the ill, injured, or infirm, or for the maintenance of health or prevention of illness of others, that requires substantial nursing skill, knowledge, or training, or application of nursing principles based on biological, physical, and social sciences, herein referred to as the School Nurse.

“Delegation”: the process for a nurse to direct another person to perform nursing tasks and activities.

“Medical Advisor”: physician licensed to practice in the State of Wisconsin.

Policy

1. The nursing service program shall be under the direction of district superintendent.
2. The Melrose-Mindoro School District shall employ a registered nurse currently licensed in the State of Wisconsin for the purpose of directing and providing nursing services.
3. A qualified physician shall serve as Medical Advisor.
4. The Medical Advisor, in conjunction with the RN, other school district personnel, and representatives from community health agencies, as designated by the Board, shall assist in the annual review of policies and procedures and first aid standing orders/protocols pertaining to the Emergency Nursing Services Program.
5. Emergency services shall be available during the school day and during all school-sponsored activities, including summer school, same day field trips, extended field trips and out of the country field trips, and athletic events or extra-curricular activities.

Administrative Rule:

School District Administrator:

The School 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(s) registered in Wisconsin.
3. Ensure 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 each school within the district has developed standing orders/protocols for the provision of injury and illness management in collaboration with the RN and under the direction of the medical advisor.
6. Review policies and procedures for emergency nursing services, including all first aid standing orders/protocols in consultation with RN and Medical Advisor, annually and as needed.
7. In collaboration with RN, identify and assign responsible individuals to assist in providing emergency nursing services (medication administration and injury and illness protocols).
8. Provide appropriate staff with evidence-based first aid training such [American Red Cross First Aid](#) or [American Academy of Pediatrics PedFACTS](#).
9. 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.
10. Make available student emergency information, equipment, supplies and space necessary for implementing emergency nursing services in each occupied school building within the district.
11. 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.
12. Identify and assign a staff member to track emergency medication inventory and expiration dates.
13. 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
14. Ensure that school staff is aware of confidentiality standards and that the standards are maintained in accordance with state and federal laws and regulations.

15. Complete a yearly performance evaluation of school staff responsible for providing emergency nursing services.
16. 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).

Medical Advisor:

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 Melrose – Mindoro School Nurse 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. Review health appraisal screening guidelines in the school setting.
6. Consult with the School Nurse regarding the safety of delegation to school personnel.
7. 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.
8. Provide recommendations and consultation for training needs for staff.
9. Consult on issues related to the school environment and physical plant.

School Nurse:

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 Melrose-Mindoro medical advisor and administration, annually and as needed.
2. Assist with the annual review of emergency nursing services program by the school board.
3. Provide, update, and maintain annually a medical alert list of students with health concerns.

4. Provide first aid for medical injuries, direction for health related problems, expertise in emergency situations, and counseling to teachers, students, parents, and community on health matters.
5. In collaboration with Melrose-Mindoro administration, identify responsible individuals to assist in providing emergency nursing services based on established illness and injury management standing orders/protocols.
6. Develop, review and update medication administration protocols annually in consultation with Melrose-Mindoro medical advisor and administration.
7. In collaboration with the Melrose-Mindoro administrator, identify school staff that will be responsible for medication administration.
8. Provide 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 Melrose-Mindoro administration.
 - d. At minimum, provides “general supervision” to staff performing medication administration. (General supervision means regularly to coordinate, direct and inspect the practice of another).
 - e. Review medication errors to determine necessary revisions to the medication policies and procedures.
 - f. Communicate with Melrose-Mindoro administration when there are concerns regarding the willingness or ability of a school district employee’s ability to safely or effectively administer medications. **The School Nurse reserves the right to un-assign medication administration responsibilities from a school employee for any reason.**
9. Provide training to school staff on the following (but not limited to):
 - a. Diabetic emergencies
 1. Use of glucagon
 - b. Anaphylactic emergencies
 1. Use of epinephrine
 - c. Epileptic emergencies
 1. Use of diazepam
 - d. Asthmatic emergencies
 1. Use of albuterol inhaler/nebulizer
10. Develop, evaluate and update, as needed, IHPs, Emergency Action Plans, 504s and/or IEPs.
11. 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.
12. Obtain written/electronic consent from physician willing to act as Medical Advisor.
13. Maintain Melrose-Mindoro immunization compliance and reporting requirements.

14. Provide or coordinate educational opportunities for staff regarding communicable disease prevention, identification, and management.
15. Monitor trends in student and staff health complaints and absentee reports to identify potential communicable disease outbreaks or environmental concerns.
16. Maintain a list of staff who are currently certified in CPR and first aid.
17. Maintain a schedule for tracking emergency medication inventory and expiration dates.
18. Regularly take inventory of necessary or recommended supplies for health rooms, stock as needed.
19. Provide health screenings for students (such as vision, hearing).
20. Work with community agencies and public health departments to set up immunization clinics.
21. Coordinate fluoride program with Jackson County Public Health.
22. Participate on health related committees and work groups (such as Wellness Committee and Coulee Region Immunization Coalition).

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