

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**EMERGENCY NURSING SERVICES - RULE**

The following statements identify the rules, roles, and responsibilities of the School District of Wauzeka-Steuben:

**The District/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. Arrange for a licensed physician to serve as District Medical Advisor for emergency nursing services.
4. Ensure that the District has a formal system of collecting emergency pupil information and 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. Annually/As needed, review policies and procedures for the emergency nursing services program, which will include all first aid standing orders/protocols in consultation with the Crawford County Public Health Nurses and the School District of Wauzeka-Steuben Medical Advisor as well as school board, Ensure that the Emergency Nursing Services Program is reviewed with the school board at least annually.
7. In collaboration with the School Nurse, 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. Ensure that the 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
12. Ensure that school staff is aware of confidentiality standards and that the standards are maintained in accordance with state and federal laws and regulations.

**The Medical Advisor will be contracted through the District to:**

1. Annually/As needed 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 Crawford County Public Health Nurses and the District administration.
2. Serve as a resource/consultant for student health concerns, especially students with special health care needs, including but not limited to the review of emergency action and individual health care plans of medically fragile students.
3. Serve as consult in prevention, identification, and control of communicable disease(s).

**The School Nurse will be contracted through the District to perform duties such as:**

\*(duties outlined in annual contract for services)

1. Annually/As needed assist with the development of policies and procedures for emergency nursing services, including first aid (injury) and illness standing orders/protocols in consultation with the School District of Wauzeka-Steuben administration, annually and as needed.
2. Assist with the annual review of emergency nursing services program by the school board.
3. In collaboration with District administration, identify responsible individuals to assist in providing emergency nursing services.
4. Assist with the provision of first aid training for District staff who 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.**
5. Provide consultation and advice to District 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 District.
7. In collaboration with the District administrator, identify school staff who will be responsible for medication administration.
8. Provide or arrange for the provision of required training and education for staff who will be providing medication administration.
  - a. Document training provided and date of training.
  - b. Evaluate and document competency of staff assigned to administer medications.
  - c. Maintain records of who has been trained and provide updated list to District administration.
  - d. Provide periodic review of medication administration records.
  - e. Review medication errors to determine necessary revisions to the medication policies and procedures.
  - f. Communicate with District administration when there are concerns regarding the willingness or ability of a 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, Section 504, or Individualized Education Plan (IEP).

**Additional Nursing Services available based on contracted hours:**

1. Review 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. Assist with the arrangement of CPR/AED training for school staff, including before/after school and athletic staff.
6. Maintain a list of staff currently certified in CPR and first aid.
7. Provide or assist in arranging for the provision of necessary preventive screenings for students (such as vision, hearing, developmental).
8. Provide consultation or participate on health-related committees and work groups (such as Wellness Committee and Pupil Services Team).

**Legal References:** Wisconsin State Statutes §§ 118.293, 121.02 (1) (g); PI 8.01 (2)(g) Wisconsin Administrative Code

**Cross References:** Classroom Crisis Response Plans, Policies 453.3 Communicable Diseases, 453.31 Head Lice (Pediculosis), 453.4 Administering Medications to Students, 720 School Safety Plans

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