

## PORT EDWARDS PUBLIC SCHOOLS

### Board of Education Policy

#### EMERGENCY NURSING SERVICES

School employees and school officials should exert every possible effort to provide a safe school environment which will reduce accidents and keep injuries to a minimum. Unfortunately, even the most desirable environment will not prevent all accidents and injuries from occurring. Emergencies may also develop as a result of pre-existing health condition(s).

The Port Edwards School District will provide for necessary first aid treatment, emergencies and emergency nursing services as will protect the life and comfort of its students and personnel.

Emergency nursing services will be under the direction of the Port Edwards school nurse and advised by an area physician.

Emergency nursing services will be available at both Port Edwards schools, and the services will be carried out by designated personnel at the schools. Services will be available during regular school days and during curricular and co-curricular school activities, in and out of the school district.

The Emergency Nursing Services Manual, equipment and supplies will be available at both schools in strategic areas.

An annual review of the Emergency Nursing Services Manual will be done by the registered nurse, the medical advisor and the administration, and a report will be made available to the Port Edwards School Board.

In-service will be held when required for purpose of acquainting personnel with the emergency nursing services.

Legal protection for those administering emergency nursing services is defined in the Wisconsin state statutes. Immunity from civil liability is granted to individuals other than health care professionals when, in good faith, emergency care is rendered.

Procedures dealing with accidental injury, illnesses, emergencies and special health considerations will be established and clearly defined in an Emergency Nursing Services Manual. Policies relating to other health needs will be included as they relate to injury, illness, emergency care and special health considerations.

Legal References:           Sections 118.29 Wisconsin Statutes  
  121.02(1)(g)  
  895.48

Wisconsin Administrative Code PI 8.01 (2)(g)

Cross References:       453.1 Rule, Emergency Nursing Services Procedures  
                                  453.3 Communicable Diseases  
                                  453.4 Administering Medications to Students  
                                  454 Reporting Child Abuse/Neglect  
                                  456 Student Assistance Program  
                                  457 Suicide Prevention/Intervention

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Reviewed:

Revised:           11/26/90, 02/15/05

PROCEDURES FOR EMERGENCY NURSING SERVICES

- I. Definitions will be:
  - A. First Aid – Such treatment as will protect the life and comfort of the victim until authorized treatment is secured. This condition may qualify and/or develop into an emergency.
  - B. Emergencies – Those conditions which require prompt intervening action to maintain physical, mental and emotional health of students and school personnel.
  - C. Emergency Nursing Services – Nursing assessment, which may include intervening action by the registered nurse or other designated school personnel under her direction of conditions which require prompt or immediate action.
  - D. Medical Advisor – A licensed physician, whose input is secured to ensure compliance with current and effective medical practices.
- II. Emergency nursing service is under the direction of the Port Edwards School's registered nurse who is employed by the Port Edwards Board of Education and is licensed to practice nursing in the State of Wisconsin.
- III. Responsibilities of the medical advisor will include review of policies and procedures as they relate to emergency nursing services.
- IV. The nursing services office will be maintained by the Port Edwards School's registered nurse.
  - A. When the nurse is in attendance, the nursing office is open to all students and school personnel in case of injury, illness or health-related circumstances.
  - B. Students will be required to obtain permission from their immediate supervising instructor/aide to report to the nursing office for assistance.
  - C. When the nurse is not in attendance, individuals are to report to their respective school secretaries.
  - D. When the nurse is not in attendance, school personnel qualified in first aid shall be utilized when needed to provide emergency nursing service.
  - E. During after-hour scheduled school events, or at other school-related events in and out of the district, the injured or ill individuals shall report directly to the faculty member supervising the event(s). Procedures will be followed as directed in the Emergency Nursing Services Manual.
- V.
  - A. Equipment and supplies and a copy of the Emergency Nursing Services Manual will be kept in each nursing office.
  - B. Nursing office locations:  
Elementary School – across from main office, posted with sign  
High School – first floor – next to central office, posted with sign
  - C. Additional first aid supplies and Emergency Nursing Services Manuals will be in strategic locations - classrooms, art rooms, kitchens, physical education areas, Family Consumer Ed, Tech Ed, 5-8 area.
  - D. A portable first aid kit, stretcher and crutches will be available at all times in the outer office of the high school nursing office. These will be available for all field trips or any other school activities.
  - E. All equipment and supplies necessary for first aid/emergencies will be present at all school-related events occurring on school premises and will be the responsibility of the faculty member supervising the event.
- VI. An annual review of emergency nursing services will be done at the end of each school year.
  - A. Procedures will be reviewed by the school's registered nurse, the medical advisor and the administration.
  - B. Any recommendations for change in procedures will be made to the School Board for revision in the written procedures for emergency nursing services.
  - C. Review of a statistical report on the emergency nursing services will be conducted annually by the school nurse, medical advisor and the administration.  
The statistical report will be a compilation of monthly office visits, including monthly insurance claims.
- VII. In-service will occur when required for the purpose of acquainting personnel with the emergency nursing services.
  - A. When changes occur in the Emergency Nursing Services Manual and procedures, staff and non-staff personnel will be alerted by the school nurse.
  - B. New personnel will be in-serviced to the Emergency Nursing Services Manual and procedures, in addition to all health related policies.

- C. A first aid class will be offered every other year to all school and school-related employees.
- D. Any substitute personnel will be made aware of the Emergency Nursing Services Manual, nursing availabilities, and procedures for injury/illness.

VIII. Wisconsin Statutes state that any public school employee, other than a health care official, who in good faith renders emergency care to a pupil, is immune from civil liability for his/her acts or omissions in rendering emergency care. This is in addition to Section 895.48 of the State Statute, which states that any person, other than a health care official, who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his/her acts or omissions in rendering such care.