

ADMINISTRATIVE RULE 453.1

AR 453.1 - Emergency Nursing Services

I. An emergency service is established as part of the health services for students, school employees or visitors.

A. Definitions:

1. Emergencies are those conditions which require prompt, intervening action to maintain the physical, mental and emotional health of students.

2. Emergency nursing service means nursing assessment and may include intervening action by the school nurse or designated individuals (On Campus utilize Emergency Response Team-See Emergency Procedures for On Campus. Off campus utilize the district employee in charge of the event – see Emergency procedures for off campus field trips/ co-curricular events.)

B. The emergency nursing service shall be under the direction of the school nurse. The school nurse shall be a licensed registered nurse in the State of Wisconsin.

C. The district shall appoint a medical doctor as a medical advisor. One of the duties as medical advisor is the annual review of the Emergency Nursing Service Plan which includes the review of emergency services, facilities, supplies, first aid orders, policy and procedures.

II. Emergency Form

A. Students

1. An "Annual Student Health Emergency Information Form" (ASHEI) is on file in the health rooms in the elementary school buildings, in the Pupil Service Office at the Middle School and the Attendance Office at the High School. Parent(s)/Guardian(s) are required to complete this form annually. It is the responsibility of the building principal or designee to make sure that an ASHEI Form is on file for each student attending school.

b. A Confidential Health List is created by the information obtained from the ASHEI Form. This information is provided to the building principal by the school nurse. The building principal and school nurse will determine appropriate staff to receive the Confidential Health List and will distribute accordingly.

B. Staff are requested annually to update the health and emergency contact information online. This confidential information is accessible only to designated staff determined by health services and administration.

III. On Campus Emergency Procedures(school hours of 7:30 am – 3:30 pm)

A. The ill and injured are to report to the office of the building principal or designees. First aid stations are located in the office area and/or the health room. Each ill and injured student visits to the health room and/or office shall be recorded on the "Student Health Room Visit Form" by the building principal or designee.

The completed Student Health Room Visit Forms will be forwarded to the District Nurse Office and filed in the student's health record.

B. First aid standing orders are reviewed and revised annually by the medical advisor. These are posted at each first aid station.

C. First Aid Training

1. Training and retraining shall be provided as recommended by the American Heart Association certification guidelines.

2. Staff to receive first aid training are those whose job descriptions requires the training and other staff that the school nurse deems necessary.

D. If it is determined by the school nurse, building principal, or designee that a student should go home as the result of a sudden illness or accident, the building principal or designee shall contact the parent(s)/guardian(s)/ emergency contact person(s) on the ASHEI Form so that the student may be taken home or to the hospital as deemed necessary. No student shall be sent home unless this home contact has been made.

E. Code Blue/Emergency Response Team (ERT)

1. An announcement via the intercom/public address system will signify that a life-threatening situation is occurring within the school campus.

2. The Code Blue procedure has been established to ensure a safe, expedient process to provide emergency care to an injured/ill student/employee/visitor.

3. Emergency Response Team (ERT)

a. The ERT consists of staff that are assigned by the building principal on a volunteer basis. ERT members will receive Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) training based on the American Heart Association certification guidelines. Certification will be every two years as determined by the American Heart Association certification guidelines. The ERT will also receive First Aid training every three years as determined by the American Heart Association certification guidelines.

b. The ERT will respond to building, student, visitor, and/or staff emergencies as they occur and will follow Code Blue/ERT procedures as defined below.

4. Code Blue/ERT Procedures



- a. Once the office is made aware of an emergency, the building secretary announces over the intercom/public address system, on "all call" the Code Blue situation and where it is reported to have occurred.
- b. The ERT will respond to the emergency and assess the situation and will determine if EMS should be activated. The ERT will alert the building secretary to contact 911 if necessary or when deemed necessary the call will be made at the scene.
- c. Other instructors shall assist in supervising for ERT Members' classrooms.
- d. The building principal or designee shall contact the school nurse and the student's parent(s)/guardian(s)/emergency contact person(s) or employee's emergency contact person.
- e. Copy of ASHEI Form is to be sent to the Code Blue location. A copy will be given to the EMS staff if applicable i.e., for transport to the Emergency Room (ER).
- f. If student/staff is being transported to a medical facility, building principal or designee should go directly to the medical facility in which the student/staff has been taken and wait for arrival of parent(s)/guardian(s)/emergency contact person(s).
- g. The building secretary announces an "all clear" in the building when appropriate.
- h. A Code Blue Report will be submitted to the District Nurse Office by the ERT. An accident report may also be completed at the time of an accident/injury. (See Accident Report Form)
- i. The Code Blue procedures shall be updated annually by the school nurse. All annual updates will be shared with the building staff members/ERT. A copy of these guidelines should also be placed in the substitute teacher folder and new staff booklet.

5. Accident Reports

a. Definition:

An accident is an unexpected happening causing loss or injury for which medical attention may be required.

b. An accident report shall be completed by using the accident form provided for students in the event of an accident/injury. This report shall be completed at the first opportunity by school staff. The original report will be maintained at the District Administration Office. A copy of the accident report will be kept at the school site and a copy forwarded to the District Nurse Office.

c. Staff/visitor injury accident report forms should be completed and forwarded to the Business Office at the earliest possible time.

IV. Off Campus Emergency Procedure

A. Definition – Off Campus:

"Event" and "Activity" are meant to include, but are not limited to, field trips, all sporting, social, extra and co-curricular functions sponsored by the School District of Fort Atkinson.

B. District Employee Responsibility

1. The district employee in charge of the field trip, sporting activity or event shall, to the best of his/her ability, provide for the safety and well-being of the student participants. It will be the responsibility of the district employee to have in his/her possession the School District of Fort Atkinson ASHEI Form Field Trip Permission Form for each participant during an off-campus event or activity which requires the student to be away from home or school.

2. Head coaches in charge of sporting activities will have in their possession or will have reasonable access to ASHEI Forms and Permission/Insurance Certification Forms at all practices and contests.

C. Off Campus Emergency Procedures

1. In the event of an injury/illness, medical assistance/first aid will be provided if necessary.

2. If the district employee determines the student requires immediate, professional medical attention, the district employee shall determine the quickest means possible and notify the nearest medical emergency response agency. If the parent(s)/guardian(s)/emergency contact person(s) are present, they should assume responsibility for the care of the student. If it has been determined the parent(s)/ guardian(s)/ emergency contact person(s) is not present at the activity/event, the district employee shall seek appropriate medical care.

3. The district employee in charge of the event shall secure a cell phone prior to departure in case of an emergency. The district employee shall contact the student's school regarding the student's illness/injury. The school will then attempt to contact the parent(s)/guardian(s). If the parent(s)/guardian(s) cannot be located, the emergency contact person(s) shall be notified. If the school cannot be contacted by the district employee due to the time of day or day of the week, the district employee shall then call the parent(s)/guardian(s)/emergency contact person(s) directly as noted on the ASHEI Form/Field Trip Permission Form.

4. The district employee or a designated responsible adult, upon making arrangement for the supervision of the remaining students, shall, if practical, go directly to the medical facility to which the injured/sick student has been taken.

5. The district employee shall make a sincere effort to remain with the student until his/her parent(s)/guardian(s)/emergency contact person(s) arrives. If this is not possible, the district employee shall give the attending doctor or person in charge the address and/or telephone number where he/she may reach the parent(s)/guardian(s)/emergency contact person(s).

6. If the parent(s)/guardian(s)/ emergency contact person(s) are unavailable to come to the medical facility and have given verbal consent to release the child to the district employee, the district employee will assume custody of the child.



7. Prior to assuming custody of the student, the district employee shall make a sincere effort to receive from the attending doctor a signed and dated release. The district employee shall make a sincere effort also to obtain from the doctor in writing, any and all instructions necessary for the proper care of the student until he/she returns to his/her parent(s)/guardian(s)/emergency contact person(s).

8. For any injury/illness that requires professional medical attention, the district employee shall file a "Fort Atkinson School District Accident Report" as soon as reasonably possible.

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