

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.

Definitions

1. Nursing means the practice of professional nursing as defined in the Chapter N6, Wisconsin Statutes.
2. Emergencies are those conditions that require prompt and intervening action to maintain physical, mental and emotional health of students.
3. Emergency nursing services means nursing assessment, and may include intervening action by the registered nurse, or other designee under his/her direction, of conditions that require prompt or immediate action.
4. Medical Advisor is the local, licensed physician designated to provide medical direction for emergency nursing services and to review the district's emergency nursing services-related policies and procedures.
5. School-sponsored activities include athletic events, spectator bus activities, field trips, club meetings, outdoor education, and any other school activities outside of regular school hours.
6. An accident is an unexpected happening causing loss or injury for which medical attention may be required.

II. Emergency Form

A. Students

1. An "Annual Student Health Emergency Information Form" (ASHEI) is on file. 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.
2. 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 or designee. The building principal and school nurse will determine appropriate staff to receive the Confidential Health List and will distribute accordingly.

B. Staff

1. Staff members 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 a.m.-3:30 p.m.)

- A. Ill and injured students 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 visit to the health room and/or office shall be recorded by the building principal or designee.
- B. Emergency care standing medical orders are reviewed and revised annually by the medical advisor. These are available at each first aid station.
- C. First Aid Training
 1. Training shall be provided as recommended by either the American Red Cross or American Heart Association certification guidelines.

2. Staff members to receive first aid training are those whose job descriptions require the training and other staff members that the school nurse or administration 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 an 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. Emergency Response Team (ERT): ERT consists of staff members assigned by the building principal on a volunteer basis. ERT members will receive Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) and First Aid training based on either the American Red Cross or American Heart Association certification guidelines. The ERT will respond to building, student, visitor, and/or staff emergencies as they occur and will follow ERT procedures as defined below:
 1. Once the office is made aware of an emergency, office staff announces over the intercom/public address system (on "all call") "Code Blue (Location)". The office will contact the school nurse. The student body will be held in their current locations until "all clear" is called or permission granted by building principal or designee.
 2. The ERT will respond to the emergency, assess the situation and determine if EMS should be activated. Designated team members will begin documentation on the "Code Blue Report" form. The ERT will alert the building secretary to contact 911 or when deemed necessary the call will be made at the scene. If the call is made at the scene, the building secretary will be informed.
 3. Other staff members shall assist in supervising the ERT Members' classrooms.
 4. The building principal or designee shall contact the student's parent(s)/guardian(s)/emergency contact person(s) or employee's emergency contact person.
 5. Emergency health information 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).
 6. If a student is being transported to a medical facility, a building principal or designee should go directly to the medical facility in which the student has been taken and wait for arrival of parent(s)/guardian(s)/emergency contact person(s).
 7. If a staff member is being transported to a medical facility, a building principal or designee should go directly to the medical facility in which the staff member has been taken and wait for arrival of emergency contact person(s) as deemed appropriate.
 8. A building principal or designee will notify office staff at the conclusion of the Code Blue situation and an "all clear" will be announced over the intercom/public address system.
 9. The "Code Blue Report" form will be submitted to the District Nurse Office by the ERT. A copy may be given to the EMS staff if applicable. An accident report may also be completed at the time of an accident/injury. (See Accident Report Form)
 10. 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 shall also be placed in the substitute teacher folder and new staff booklet.
 - F. Accident Reports
 1. A "Student Accident Report" [s.118.07 (3)] shall be completed by supervising staff as soon as possible and submitted to the School Office.
 2. "Employee Incident Report Form" shall be completed as soon as possible after staff injury/accident and forwarded to the District Administration Office.
 3. A "Visitor Accident Report" may be completed as soon as possible after a visitor accident/injury and forwarded to the District Administration Office.
- IV. Off Campus Emergency Procedure ("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)

A. 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.
 2. It will be the responsibility of the district employee to have in his/her possession the School District of Fort Atkinson ASHEI Form for each participant during an off-campus event or activity which requires the student to be away from home or school.
 3. Head coaches in charge of sporting activities will have in their possession Student Athlete Emergency Information Forms at all practices and contests.
- B. 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 or Student Athlete Emergency Information 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 "Student Accident Report" [118.07 (3)] as soon as reasonably possible.