

EMERGENCY NURSING SERVICES PROCEDURES1. Definitions

- a. Emergencies are those conditions, which require prompt intervening action to maintain the physical, mental and emotional health of students and staff.
- b. Emergency nursing service means nursing assessment of conditions, which require prompt or immediate action. It may include intervening action by the registered nurse or designated others under the nurse's direction.

2. Emergency Nursing Services Responsibilities

- a. Emergency nursing services are provided under the direction of the District school nurse. The District school nurse will visit each school at least monthly. During that time, the nurse:
 1. Works with volunteers and paid health aides
 2. Checks recordkeeping
 3. Arranges programs
 4. Gives direction, and
 5. Makes recommendations
- b. A medical doctor shall serve as medical advisor to the safety committee.
- c. Emergency nursing services will be provided by, but not limited to, school first responders, health aides, secretaries, teachers, administration and EMT personnel.

3. Record System

- a. A signed Student Medical Emergency Information Form that contains emergency contact and health information must be completed annually by the student's parent/guardian and/or adult student and kept in the health room at each school. The form should specify which designated emergency contacts are authorized by the parent/guardian and/or adult student to remove the student from school if needed for illness or injury. The parent/guardian and/or adult student may give verbal or written permission at the time of the illness or injury for others to remove their child from school. It is the responsibility of the student's parent/guardian and/or adult student to provide permanent updates to the District.
- b. A daily record of all health room visits will be kept by health room attendants or by persons designated as responsible for the emergency care. This log will be used for medical referrals, accident prevention efforts and for noting visit trends or frequencies.
- c. Cumulative health records are those records maintained by the District, which pertain specifically to the physical welfare of the student. These records may include the following:

1. Physician report on health examination
 2. Required immunization records for entering school
 3. Other information such as medication permission form, physician reports and special instructions from the student's parents/guardians and/or adult student or physician
- d. In the course of their duties, health workers and other school employees have access to records that are of a personal and confidential nature. It is essential that these records not be discussed with anyone other than those individuals authorized by law and then only in accordance with established confidentiality and HIPAA laws.
 - e. When students are involved in activities away from their home school, emergency information will be available should a need arise to activate emergency medical services. It is the responsibility of the principal or his/her designee to see to it that this information is readily available. The District's curricular and co-curricular permission form and checklist will be completed by parent/guardian as indicated as well as appropriate District personnel for all field trips (including extended field trips).

4. Health Room

- a. A special health room will be designated at each school building. Adequate equipment and supplies for the emergency nursing services will be kept in the health room for use by trained personnel.
- b. The health room is open during the regular school day. Any student or staff member may report to the health room in case of injury or illness.
- c. First aid supplies will be located in each school health office and will be available for field trips. A first aid kit will also be located in each District bus.
- d. Automatic external defibrillators (AEDs) shall be used and maintained in accordance with District policy and procedures.

5. General Emergency Care

- a. In life threatening situations or in situations where the need for immediate medical care is suspected, the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency Medical Services must be activated by calling 911. The principal, designee or program supervisor must act on behalf of the parent/guardian when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances, Emergency Medical Services will be called first, the parent/guardian second.
- b. District school buses will be equipped with a radio that can be used to call Emergency Medical Services. The radio has limited distance communication. Insure that a fully charged cell phone is taken on a field trip.
- c. No student who is ill or injured during the school day will be allowed to leave the building without the knowledge of the principal or his/her designee.
- d. No minor student who is ill or injured will be allowed to leave the building during the school day without the permission of his/her parent/guardian.

6. Emergency Plan for Athletic Events

The head coach/designee shall:

- a. Determine how 911 (Emergency Medical Services) would be called in the event of an emergency.
- b. Assign one person to alert Emergency Medical Services should the need arise.
- c. Designate person(s) to carry necessary emergency supplies in Field Kit, which includes athletic emergency information. It is the responsibility of the student's parent/guardian to update the program supervisor/designee of new information.
- d. Keep a list of personnel/athletes currently certified in cardiopulmonary resuscitation (CPR), automatic external defibrillator (AED) and first aid.

7. Review of Emergency Nursing Services

- a. Emergency nursing services will be reviewed annually by the District Safety Committee in cooperation with the emergency nursing services medical advisor. The review is conducted to ensure that:
 1. The procedures are adequate to cover all emergencies
 2. All schools carry out the established procedures
 3. The safety committee will be made up of the District safety coordinator, health nurse, health aides, high school secretary and pupil services director.

APPROVED: December 17, 2012
SEPTEMBER 19, 2016