

Emergency nursing services for the Richmond School District are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

To ensure the provision of an appropriate emergency nursing services program:

1. The Director of Pupil Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the District Administrator and Board of Education.
2. The District shall designate the registered nurse(s) whose employment responsibilities include the nursing-related duties identified in this policy.
3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of a registered nurse pursuant to applicable law and this policy.
4. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The Director of Pupil Services, the registered nurse(s), or Health Room designee employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated at the school.
6. In consultation with the registered nurse(s) employed by the District, the Director of Pupil Services or an administrative-level designee shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services.

In providing for the coordination and oversight of emergency nursing services, one or more registered nurses, in conjunction with the Health Room designee, designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with Director of Pupil Services, and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies.
2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.

3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED)), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training.
4. Provide any necessary nursing-related supervision in connection with, any specialized health-related services that the District provides to individual students with special health care needs.
5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.

Closely related to the responsibilities identified above, the registered nurse(s) employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for administrators and school personnel regarding the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.07\(1\)](#)

[first aid kit requirement]

[Section 118.076](#)

[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]

[Section 118.125](#)

[student records management, including student physical health records and patient health care records]

[Section 118.29](#)

[medication administration by school personnel]

[Section 118.291](#)

[possession and use of inhalers by asthmatic students]

[Section 118.292](#)

[possession and use of epinephrine auto-injectors by students]

- [Section 118.2925](#) [plans for the management of life-threatening allergies]  
[Section 118.293](#) [concussions and head injuries]  
[Section 121.02\(1\)\(g\)](#) [school district standard; emergency nursing services requirement]  
[Section 146.81 to 146.84](#) [confidentiality of patient health care records]  
[Section 440.01\(1\)\(ad\)](#) [automated external defibrillator definition]  
[Section 895.48](#) [limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

### **Wisconsin Administrative Code**

- [Chapter N 6](#) [standards of practice for registered nurses and licensed practical nurses]  
  
[PI 8.01\(2\)\(g\)](#) [school district standard; emergency nursing services policy/procedure requirements]  
[SPS 332.50](#) [federal bloodborne pathogens/exposure control plan requirements adopted by the state]

### **Federal Laws**

- [29 Code of Federal Regulations \(CFR\), Part 1910 - Subpart Z](#) [bloodborne pathogens/exposure control plan requirements]

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