

# Hortonville Area School District

**Title:** Emergency Care Policy

**Date Adopted:** 2/24/92

**Policy No.** 5044

**Date Revised:** 9/22/03

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**Policy Statement:**

The emergency care service is established as a part of the health services for students and District employees.

**Rationale:**

The objective of emergency nursing services is the maintenance of the physical, mental and emotional health of pupil while they are at school or are participating in school activities.

**Scope:** District-wide

**Responsibility:** District Administrator with the School Nurse

**Implementation:**

1. Definitions
  - a. Emergencies are those conditions which require prompt intervening action to maintain physical, mental and emotional health of pupils.
  - b. Emergency nursing service means nursing assessment and may include intervening action by the registered nurse, or designated others under his/her direction, of conditions which require prompt or immediate action.
  - c. During school hours the School Nurse or school Health Aide will provide the immediate care needed in an emergency and may advise regarding the necessity for medical attention.
2. The emergency nursing service shall be under the direction of a registered nurse employed by the school district.
3. The medical advisor shall be a local physician. Duties of the medical advisor include review of plans and advising on the implementation of the emergency nursing service, including facilities, supplies, adequacy of training of designated assistance, policies and procedures.
4. The nurses room will be open to students and staff during the school day. Students and staff may report to the Health Room in case of illness or injury or for health counseling. After school hours, first aid supplies are available in the nurses room. The use of such first aid equipment should be under the direction of the competent adult.
5. An enrollment card giving parents or guardians home and work phone numbers in case of an emergency or illness, shall be on file for each student and school employee and shall be updated annually.
6. Emergency Care Procedures for specific conditions due to illness or accidents are described in a detailed doctor-approved manual.
7. A log of nursing services provided shall be maintained in the Health Room and by the individual designated to provide service.

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

8. If the Nurse or school Health Aide determines that a student should go home, the Aide shall contact the parents or other person they designate so they may pick up the student. No student shall be sent home unless the home contact has been made. If the nurse or aide cannot reach the parents before the buses transport students home, the principal and the nurse or aide shall determine how the student goes home.
9. In life-threatening situation, an ambulance shall be called by the nurse or principal and the cost paid by the parents and/or school. If the need for an ambulance is due to a school injury or school-related incident, the school shall be responsible for the cost, but if the need for ambulance is necessitated by a previous health problem, such as asthma, the parent shall be responsible.
10. The building principal shall be notified as soon as practicable in case of serious injury requiring medical or dental treatment.

**Associated Information:** Wisconsin State Statutes 115.001(11), 120.13.(11)