

**SCHOOL DISTRICT OF WAUPACA**

**SERIES 400 STUDENTS**

**CODE: 453.1 – R1**

**Emergency Nursing Services – Roles**

The School District Administrator will:

1. Understand and ensure compliance with all federal and state laws related to school based nursing services.
2. Ensure that emergency nursing services are provided under the direction of BSN prepared School Nurses registered in Wisconsin.
3. Ensure that a School Nurse is available in the district during regular school hours.
4. Arrange for a licensed physician to serve as District Medical Advisor for emergency nursing services.
5. Ensure that the school district has a formal system of collecting emergency pupil information on a yearly basis.
6. Ensure that each school within the district has developed standing orders/protocols for the provision of injury and illness management in collaboration with the School Nurse and under the direction of the medical advisor.
7. Review policies and procedures for emergency nursing services, including all first aid standing orders/protocols in consultation with School District of Waupaca School Nurses and School District of Waupaca medical advisor annually and as needed.
8. In collaboration with School Nurse, identify and assign responsible individuals to assist in providing emergency nursing services (medication administration and WISHES injury and illness protocols).
9. Provide appropriate staff with evidence-based first aid training such [American Red Cross First Aid](#) or [American Academy of Pediatrics PedFACTS](#).
10. Make available student emergency information, equipment, supplies and space necessary for implementing emergency nursing services in each occupied school building within the district.
11. Develop an emergency [Shelter-In-Place](#) plan, in collaboration with emergency management team, at the beginning of each school year.
12. Ensure that the school district has a record system, including accident reports and a log of services performed, including but not limited to:
  - a. Injury
  - b. Illness management
  - c. Medication administration
  - d. Delegated nursing services
13. Ensure that school staff is aware of confidentiality standards and that the standards are maintained in accordance with state and federal laws and regulations.
14. Oversee completion of a yearly performance evaluation of school staff responsible for providing emergency nursing services.
15. Ensure that schools within the district have an efficient and effective campus-wide communication system.

Medical Advisor:

The following are suggested activities that the medical advisor can assist with:

1. Assist with the development of policies and procedures for emergency nursing services, including all first aid (injury) and illness standing orders/protocols in consultation with School District of Waupaca School Nurses and School District of Waupaca administration, annually and as needed.
2. Assist with the yearly review of emergency nursing services, providing suggestions to improve quality, efficiency and safety.
3. Serve as a resource/consultant for student health concerns, especially students with special health care needs, including but not limited to the review of emergency action and individual health care plans of medically fragile students.
4. Serve as consultant in prevention, identification and control of communicable disease(s).
5. Assist with the development of sports medicine policies and procedures.
6. Review health appraisal screening guidelines in the school setting.
7. Review crisis management and pandemic mitigation plans.
8. Consult with the School Nurse regarding the safety of delegation to school personnel.
9. Following a medical emergency at school, meet with appropriate school personnel, parents/guardians and School Nurse to evaluate the process, emergency protocol, the adequacy of services provided, and the accuracy and completeness of data recorded to evaluate access to and quality of emergency services and materials. Make necessary recommendations for changes in the school's protocols, supplies, and individual student emergency action plan.
10. Serve as resource/consultant for employee health concerns.
11. Provide recommendations and consultation for training needs for staff.
12. Consult on issues related to the school environment and physical plant.
13. Develop/revise district health care record keeping and documentation procedures.
14. Establish a school-based or school-linked health system.
15. Assist with conducting a yearly medical emergency drill.
16. Evaluate the efficacy of nursing and health services.
17. Interpret medical records as may be necessary to determine appropriate educational placement and services for students with section 504 accommodation and individual educational programs.
18. Evaluate students with significant chronic or acute medical problems, possibly including emergency care.
19. Evaluate students to assist in the determination of need for an individualized education plan or other special education services.
20. Identify students, faculty, or staff with health problems requiring medical referral.
21. Direct, provide and/or supervise medical care at athletic practices and extra-curricular events.
22. Provide and/or supervise medical care in a school-based or school-linked setting.
23. Facilitate communication between the school district and local primary care physicians and clinics, both in matters concerning individual students and in matters of the general operation of the district's health services.
24. Facilitate appropriate IEP's outcomes by acting as an advocate within the school system for students with special needs, and a liaison between the school district and the student, his/her family and primary care physician.
25. Serve as an expert medical witness on the school district's behalf, if it is deemed appropriate to do so.

School Nurse:

The School Nurse will:

1. Assist with the development of policies and procedures for emergency nursing services, including implementations of WISHES program first aid and illness standing orders/protocols in consultation with School District of Waupaca medical advisor and School District of Waupaca administration, reviewed annually and as needed.
2. Assist with the annual review of emergency nursing services program by the school board.
3. In collaboration with School District of Waupaca administration, identify, oversee, and annually evaluate responsible individuals assisting in providing emergency nursing services.
4. Provide or arrange for the provision of first aid training for school district staff that will be providing emergency nursing services (first aid and illness management). **Note: The School Nurse is not responsible to delegate first aid and illness management. Injury and illness management are under the direction of WISHES program standing orders/protocols used by the School District of Waupaca.**
5. Develop, review and update medication administration protocols annually in consultation with the School District of Waupaca administration.
6. In collaboration with the School District of Waupaca administrator, identify school staff that will be responsible for medication administration.
7. Provide required training, education, and supervision to staff that will be providing medication administration.
  - a. Document training provided and date of training.
  - b. Evaluates and documents competency of staff assigned to administer medications.
  - c. Maintain records of who has been trained and provide updated list as needed to School District of Waupaca administration.
  - d. At minimum, provides “general supervision” to staff performing medication administration. (General supervision means regularly to coordinate, direct and inspect the practice of another).
  - e. Review medication errors to determine necessary revisions to the medication policies and procedures.
  - f. Perform evaluation process for staff performing medication administration, at least yearly. Evaluations will be based on established health aide job description and WISHES illness and injury management standing orders/protocols.
  - g. Communicate with School District of Waupaca administration when there is concerns regarding the willingness or ability of a school district employee’s ability to safely or effectively administer medications. **The School Nurses reserve the right to un-assign medication administration responsibilities from a school employee for any reason.**
1. Maintain required documentation and paperwork for Medicaid billing. **(NOTE: if school district chooses to bill Medicaid for the administration of medication, the School Nurse is required to delegate the administration of medication and provide the proper documentation of the delegation.)<sup>6</sup>**
2. Provide training to school staff on the following (but not limited to):
  - a. Diabetic emergencies
    - i. Use of glucagon
  - b. Anaphylactic emergencies
    - i. Use of epinephrine
  - c. Epileptic emergencies

- i. Use of diazepam
- d. Asthmatic emergencies
  - i. Use of albuterol inhaler/nebulizer

Delegated Nursing Services:

The School Nurse will:

1. Identify students within the district who have medical or health concerns that may require an Individualized Health Plan (IHP), Emergency Action Plans, 504 or Individualized Education Plan (IEP).
2. Develop, evaluate and update, as needed, IHPs, Emergency Action Plans, 504s and/or IEPs.
  - a. In the development of the IHP, the School Nurse assesses the developmental, cognitive, and physical status of the student to determine the ability of the student to independently manage their chronic condition at school.
  - b. In the development of the IHP, the School Nurse determines the nursing interventions and school accommodations needed for all school activities, including extracurricular activities and fieldtrips, based on the developmental, cognitive, and physical status of the student.
  - c. In the development of the IHP, the School Nurse identifies and coordinates the interventions for school activities (such as who will oversee student's medication administration, glucose monitoring, etc).~~¥~~
  - d. In the development of the IHP, the School Nurse formulates individual pupil goals related to the pupil's health concern.~~¥~~
  - e. School Nurse evaluates pupil's health related outcomes at least once annually.<sup>(5,6,8,9)</sup>
3. Review IHP, Emergency Action Plan, 504 or IEP with appropriate school staff including extracurricular activity coaches or coordinators, while being careful not to compromise student's confidentiality.
4. Maintain required documentation and paperwork for Medicaid billing of School Based Nursing Services.~~¥~~
5. Provide required training, education, and supervision to staff that will be providing delegated nursing services (such as nursing services required as part of a student's IEP, 504 or IHP, ie. medication management, suctioning, dressing changes, nebulizer treatment, G-tube feeding).
  - a. Document training provided and date of training.~~¥~~
  - b. Evaluates and documents competency of staff assigned to provide delegated nursing services.~~¥~~
  - c. Maintain records of who has been trained and provide updated list as needed to School District of Waupaca administration.
  - d. At minimum, provides "general supervision" to staff performing delegated nursing services. (General supervision means regularly to coordinate, direct and inspect the practice of another).<sup>16</sup>~~¥~~
  - e. Ensures that appropriate medical records are maintained for nursing services provided.~~¥~~
  - f. Participate in evaluation process for staff performing delegated nursing services, at least yearly.~~¥~~
  - g. Performs internal review and quality assurance checks to promote the quality of nursing services.
  - h. Communicate with School District of Waupaca administration when concerns arise regarding the ability of a school district employee to safely or effectively provide delegated nursing services.
6. The following Wisconsin Medicaid Nursing Services are required to be delegated directly by a registered nurse to a Licensed Practical Nurse (LPN), an unlicensed assistive personnel (UAP) or performed by the School Nurse themselves:~~¥~~
  - a. G-tube medication
  - b. Oral medication
  - c. Injectable medication

- d. Eye drops
- e. Intravenous medications
- f. Topical medications
- g. Rectal medications
- h. G-tube feeding
- i. Venting G-tube
- j. Intermittent catheterization
- k. Tracheotomy care
- l. Ostomy care
- m. Hand-held nebulization
- n. Aerosol machine nebulization
- o. Blood glucose
- p. Suctioning
- q. Continuous oxygen (i.e., time for filling tank)
- r. Dressing changes
- s. Chest physiotherapy
- t. Vital signs
- u. As needed oxygen

NOTE: Under Standards of Practice for Registered Nurses, ch. N 6.03, Wis. Admin. Code, only the School Nurse may delegate services to UAPs. For delegated nursing services under the school-based services benefit, the School Nurse is responsible for delegating the services, must agree to the delegation of the service and is responsible for supervision of the delegatee. The School Nurse reserves the right to un-assign delegated nursing services from a school employee for any reason.<sup>(6)</sup>

- 7. The professional school nurse cannot delegate the following nursing services:¥
  - a. Vital signs assessment
  - b. Acute problem assessment
  - c. Initial IEP team assessment
  - d. Re-evaluation for IEP team
  - e. Nursing development testing and assessment
  - f. IEP plan development/IEP team-related activities <sup>(6)</sup>
- 8. The School Nurse reserves the right to refuse to delegate certain nursing procedures, such as, but not limited to:
  - a. Administration of medications through an intravenous line or central venous line.
  - b. Nasogastric tube feeding
  - c. Injectable medication

**Other School Health Services:**

The School Nurse will:

- 1. Oversee School District of Waupaca's immunization compliance and reporting requirements.
- 2. Provide or coordinate educational opportunities for staff regarding communicable disease prevention, identification and management.
- 3. Monitor trends in student and staff health complaints and absentee reports to identify potential communicable disease outbreaks or environmental concerns.
- 4. Assist with the arrangement of CPR/AED and first aid training for school staff, including before/after school.

5. Maintain a list of staff that is currently certified in CPR and first aid.
6. Participate on Crisis or Emergency Management Team and assist in the development of School District of Waupaca's school safety plan.
  - a. Assist in the development of safety plans which include scenarios for lock down, shelter-in-place, evacuation, and relocation.
  - b. Assist in the development of a written plan for the evacuation of students with disabilities or health concerns in the event of an emergency.
  - c. Assist in the development of a safety plan that addresses how to manage the complex medical needs of the student with disabilities or health concerns in the event of a larger community emergency.
7. Facilitate a yearly medical emergency drill in each school building within the district.
8. Maintain a schedule for tracking emergency medication inventory and expiration dates.
9. Regularly take inventory of necessary or recommended supplies for health rooms and designate a person responsible for ordering when supplies are needed.
10. Provide necessary preventive screenings for students (such as vision, hearing, developmental).
11. Participate on health related committees and work groups (such as Wellness Committee, Pupil Services Team and/or Tier 2 and 3 PBIS).

¥ Wisconsin Medicaid Requirement

\*Current Wisconsin Law

^Current Federal Law

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

Wisconsin Statute Sections 118.135, 118.07, 118.125, 118.29, 118.291, 121.02(1)g

CONTRACT REFERENCE:

CROSS REFERENCE:

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