

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 400**
4 **Section: 450**
5 **Policy #: 452-A**
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STUDENTS
STUDENT HEALTH AND WELFARE
NURSING GUIDELINES

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9 **Emergency Nursing Services Guidelines**

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11 A. General Guidelines

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13 1. An emergency information card shall be completed by employees and
14 parents/guardians of all student at the start of every school year and:
15 a. Kept up to date and filed in the building office.
16 b. Available at all times for emergency references by authorized personnel.
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18 2. Information recorded on the daily log of all health room visits shall include the
19 date and time, the student's name and grade, the name of the head of the student's
20 household, the reason for the visit and the name of person administering first aid.
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22 3. The following emergency nursing service supplies shall be readily accessible in
23 the health service area:

- 24 Accident report form
25 Hot and cold running water
26 Supply cabinet
27 One (1) cot
28 Two (2) blankets
29 Sterile sheets
30 Collapsible army-type stretcher
31 Wash basin
32 Facial tissues
33 Paper towels
34 Disposable cups
35 Soap
36 Bandage scissors
37 Non-adherent dressing (1 1/2 inch and 3 inch)
38 Adhesive tape
39 Roller bandage
40 Sterile gauze squares (2 inch by 2 inch and 3 inch by 3 inch)
41 Band-Aids
42 1:750 aqueous zephirin
43 Cotton balls
44 Thermometer
45 Tweezers
46 Eye dropper
47 Ice bag
48 Tongue blades
49 Triangular bandages
50 Splint
51 Pen light or flashlight
52 Telephone
53 Telephone numbers for the following shall be posted:
54 Emergency Response Team
55 Fire Department
56 Hospital

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Rescue Squad
Poison Control Center
Police Department
School nurse

4. An annual review of the emergency nursing services shall be made using the following:

- a. The district administrator's certification that the program components are provided.
- b. The statistical report and recommendation of the school nurse and medical advisor.

B. Personnel

- 1. The building administrator shall designate an Emergency Response Team of which he/she will be a member in the building to assist with emergency nursing services. All school personnel shall be informed of such individuals.
- 2. Those designated individuals shall have formal training which includes training in performing cardiopulmonary resuscitation, treating bleeding, wounds, shock, soft tissue injuries and injuries of the extremities, administering first aid in medical and environmental emergencies and handling sick or injured persons.
- 3. An in-service session directed by the school nurse shall be provided to designated individuals at the beginning of the school year.

C. Emergency Care for Sudden Illness and Injury

1. Definitions

- a. Emergencies shall be those conditions which require prompt intervening action to maintain the physical, mental or emotional health of the student.
- b. Emergency nursing service means nursing assessment and may include intervening action by the school nurse, or any Emergency Response Team member, for conditions which require prompt or immediate action.

2. If the school nurse is not in the building at the time of an emergency situation, any Emergency Response Team member shall administer emergency care. After regular school hours, the teacher in charge shall administer emergency care.

3. If a student becomes seriously ill or injured while under the school's supervision, the following steps shall be immediately completed by school personnel:

- a. Administer first aid.
- b. Inform any Emergency Response Team member.
- c. Call the student's parent/guardian. If parent/guardian cannot be contacted, school personnel shall act in the best interest of the student.
- d. Arrange for transportation to a medical facility as directed by any Emergency Response Team member.

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- 4. If in the opinion of the school personnel the illness or injury requires immediate medical attention, a rescue vehicle shall be summoned.

- 5. If a student becomes too ill to continue in school or receives a minor injury, school personnel shall administer first aid and call the student's parent/guardian at home or work. The primary responsibility for the student's optimal health lies with each parent/guardian and the parent/guardian shall be expected to:
 - a. Provide transportation home or to a medical facility; and
 - b. Designate an individual (e.g. relative, neighbor) on the emergency card to care for the student in their home if the parent/guardian cannot be reached.

- 6. If a student becomes seriously ill or injured while under the school's supervision on a field trip or athletic event, the following steps shall be immediately completed by the teacher in charge:
 - a. Administer first aid.
 - b. Call the student's parent or guardian. If the parent/guardian cannot be contacted, school personnel shall act in the best interest of the student.
 - c. Arrange for transportation to a medical facility using the bus radio or a telephone if available.

- 7. If in the opinion of school personnel the illness or injury sustained while on a field trip or at an out of town athletic event requires immediate attention, a rescue vehicle shall be summoned.

- 8. If a student becomes too ill to continue on a trip away from school or receives a minor injury, school personnel shall administer first aid and call the student's parent/guardian. A mutually agreed upon plan between the parent/guardian and the teacher in charge will be followed.

LEGAL REFERENCE:

First Reading: 8-17-09

Adopted: 9-21-09

Clerk: _____