

DODGELAND SCHOOL DISTRICT
Board Policy Manual

453.1 – Rule (1)

EMERGENCY NURSING SERVICE PROCEDURES

1. Definitions

- a. "Emergencies" are those conditions which require prompt intervening action to maintain the physical, mental and emotional health of students.
- 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 his/her direction.

2. Health Room

- a. Each building will have a designated area where first aid supplies, equipment and medications will be kept. This area will be monitored by office staff.
- b. First aid supplies and equipment should be available during the school day. For after school activities, each coach or supervisor will have first aid supplies and equipment available at all times.

3. Record System

- a. Daily Log - A daily record of all health room visits will be kept by health room attendants or by persons designated as responsible for emergency care. This log will be used to gather information to be used for medical referrals, accident prevention efforts and for noting visit trends or frequencies.
- b. Emergency Medical Information - Each year the school will obtain up-to-date health information and emergency instructions from the student's parent/guardian or from an adult student. A "Student Medical Emergency Information Form" will be completed for each student enrolled in the District.
- c. Cumulative Health Records — Health records are those records in the school district which pertain specifically to the physical welfare of the student. These records may include the following:
 - Physician Report on Health Examinations (Recommended for entrance into Kindergarten and Grade 9)
 - Required Immunization Records for Entering School
 - Student Health Record Card
 - Other information such as Medication Permission Form, physician reports and special instructions from the student's parent/guardian or physician.
- d. In the course of their duties, school employees have access to confidential health records. This information shall not be discussed or otherwise shared with anyone other than those persons authorized by law and then only in accordance with state and federal laws, Board policy and established procedures.

4. Review of Emergency Nursing Services

Emergency nursing service agreements are reviewed annually to assure that:

- all schools effectively carry out the established procedures.
- procedures are adequate to cover all emergencies; and
- people are designated in each building to provide emergency care.

Approved: October 2, 1995

Revised (WASB): December 17, 2012