

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989
DATE REVISED: July 15, 1993
DATE REVISED: October 15, 1998
DATE REVISED: February 16, 2006
DATE REVISED: October 27, 2008
DATE REVISED: April 16, 2015
DATE REVISED: March 28, 2019

FILE SECTOR: STUDENTS
POLICY TITLE: STUDENT HEALTH SERVICES
AND REQUIREMENTS

DEFINITIONS

Health Services: Include such things as health information, first aid, emergency care, care coordination, screening, and state-mandated services for students with disabilities.

School Services Provider: Any qualified person providing the above services.

Therapy: The means employed in effecting the cure or management of disability, disease or injury.

Treatment: Is the application of therapeutic (curative) measures (therapy).

Medical Services: Providing treatment or therapy.

Medical Services Provider: Any health services provider providing treatment or therapy.

Screening: Is a preliminary selection that eliminates certain persons and includes others for more careful consideration of health services.

Care Coordination: Is provided by a health services provider, not medical services provider, to assist pre-identified students in gaining and coordinating access to, and follow-up on, necessary medical, social, educational or other related services.

Professional Nurse: Is A nurse who has a certificate of registration under s.441.06; or who is licensed as a registered nurse in a party state, as defined in s.441.50 (2) (j); who performs for compensation of any act in the observation or care of the ill, injured, or infirm; or for the maintenance of health or prevention of illness of others; that requires substantial nursing skill, knowledge, or training, or application of nursing principles based on biological, physical, and social sciences. Here after professional nurse will be referred to as the district nurse.

Delegation: the process for a nurse to direct another person to perform nursing tasks and activities.

Medical Advisor: physician licensed to practice in the State of Wisconsin.

The Medford Area Public School District (MAPSD) has developed school health services which are designed to meet the health and wellness needs of the student population. The school health services program recognizes that health services provided in the school setting are an integral part of the educational mission of the school. A student's health is directly related to their ability to learn. Students with

unmet health needs have a difficult time engaging in the educational process. The health services staff provides required emergency health care to students and implements and manages all health-related tasks of MAPSD. Specifically, the system provides direct services for the health needs of the students. The district also works to improve access to primary health care by developing communications and referral linkages with health services providers in the community as well as with the Taylor County Public Health Department.

The health services staff consists of a district nurse and other trained employees identified by the district. Each building has at least two designated staff certified in cardiopulmonary resuscitation (CPR), automated external defibrillators (AEDs) and first aid. The staff will function under the policies and procedures of MAPSD Board of Education (BOE).

The district nurse shall have, as a primary responsibility, coordination with the district administration, the Taylor County Public Health Department, and area medical services providers. The district nurse shall work with instructional directors and coordinators, and be supervised by the director of Student Services.

Health services are organized in a manner which places the emphasis on service accessibility to as many students as possible. The services delivered are assumed to be directly related to the identified needs and priorities existing in the assigned schools. Day-to-day health-related management decisions are the responsibility of the building principals; however, district-wide health services shall be coordinated by the district nurse.

Parent(s)/guardian(s) have the primary and ultimate responsibility for the health of their children. The school health services program is organized to assist parent(s)/guardian(s) without fulfilling this parental responsibility.

MAPSD does not provide any medical services unless required by law, authorized by school administration or district nurse, or as provided by this or other policies. No employee or volunteer of MAPSD shall permit a school health services provider, nor shall any school health services provider, engage in medical services other than emergency and/or first aid services on school property or at school sponsored functions. No staff member may direct a student/athlete to obtain health services from a specific health or medical services provider. Rather, staff may recommend available health care facilities and/or services to students and their parent(s)/guardian(s). These recommendations, however, should be made with the parent's/guardian's knowledge and the recommendations must comply with the criteria outlined in this and other BOE policies and procedures.

Medical service providers may volunteer to serve as athletic team trainers and perform such duties as taping, placement of protective equipment, suggesting warm-up activities and recommending rehabilitative exercises. This service shall not be supplied by the provider as a means to encourage athletes/students to seek medical services from any specific medical services provider.

CROSS REFERENCE: JHC-R & JHCD

LEGAL REFERENCE: §118.07(1), 118.29, 118.291, 121.02(1)(g), 252.21 Wis. Stats & PI8.01(2)(g), Wis. Admin. Code

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PROCEDURES

EMERGENCY NURSING SERVICES

It is a primary concern of MAPSD BOE that proper attention be paid to the safety of students. The district shall create a safe school environment and standardized procedures for handling emergencies.

The district shall provide for the following emergency care services:

TRAINING FOR THOSE PERSONNEL DESIGNATED TO BE RESPONSIBLE FOR EMERGENCY CARE

- Two or more employees in each building shall be designated as emergency care persons.
 - CPR/AED/First Aid certified staff lists will be posted outside of each buildings health office.
- Emergency care individuals should hold a valid CPR/AED/first aid certificate.
- The district will provide an incentive for the training of individuals responsible for emergency care by providing training during school hours or evenings.

EMERGENCY SERVICES

- Emergency nursing services shall be provided under the direction of a nurse(s) registered in Wisconsin.
- Arrangements shall be made with a physician to serve as medical advisor for the emergency nursing service program.
- Procedures for dealing with accidental injury, illness, and medication at school activities shall be followed.
- Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities for students.
- Equipment and supplies for the emergency nursing services shall be readily accessible.
- Emergency nursing services shall be evaluated annually by the administration, school medical advisor and district nurse.

RELATED INFORMATION

- A medical advisor shall be appointed by the BOE on an annual basis. Duties include assisting with the development of policies and procedures for emergency nursing services, including all first aid and illness standing orders/protocols in consultation with the district nurse and administration, annually, as needed.

- The designated area for emergency care shall be available to students and staff during the school day. Students and staff may report to the health office in case of illness or injury. Health offices are located in student services at Medford Area Senior High and Medford Area Middle School and the school office at Medford Area Elementary and Stetsonville Elementary Schools.
- The above designated health offices will be maintained under the supervision of the health aide and/or the office secretary.
- The people who are designated to provide emergency assistance include the district nurse, each building administrator, and other qualified staff.
- An emergency health form shall be on file for each student and shall be updated annually and more frequently if the information has changed. Emergency forms shall be accessible at all times.

MAINTENANCE OF SAFE AND HEALTHFUL ENVIRONMENT

- Teachers shall be provided with a list of students known to the school that have special health conditions that could possibly require emergency care. Special care information should be obtained by the parent(s)/guardian(s) in cooperation with their family doctor.
- First aid kits will be located in laboratories, shops, kitchens, gymnasiums and custodial areas. They will be maintained by the staff member designated to that area.
- The district nurse shall maintain a record keeping system in regard to emergency nursing services, and shall be responsible for other duties relative to student illness and injury.
- The building principal will inspect all buildings periodically for maintenance of safety and emergency care equipment. All safety hazards will be reported immediately to the building principal and/or safety coordinator. Immediate steps will be taken to correct the problem.
- Health education will be done through individual/group health counseling and classroom discussion as guided by the kindergarten through twelfth grade school curriculum, and under the direction of the director of curriculum and instruction.

In case of accidental injury or illness, the school has the responsibility to give immediate attention to the student and to notify the parent(s)/guardian(s).

- Emergency care is considered a joint responsibility of all school staff and will be under the direction of the district nurse.
- The school will provide immediate initial care for the ill or injured student. When further care is necessary a parent/guardian or their designee will be notified and requested to assume the care of the student and to provide any transportation necessary. (See Notification of Parent(s)/Guardian(s) Procedure)
- Parent(s)/guardian(s) will be requested to give the school authorization on student registration form to secure medical treatment for their child and the name of an adult who can be contacted if the parent(s)/guardian(s) cannot be reached.
- In life-threatening situations, the principal or designee shall call the most immediate emergency transportation available. The cost of this service will be paid in the following order:
 - 1.) Insurance (parent(s)/guardian(s) if insured
 - 2.) Parent(s)/Guardian(s)

EMERGENCY CARE PROCEDURES

General procedures which are to be followed in all emergency situations are:

- Administer first aid to:
 - restore and maintain open airway;
 - restore and maintain breathing;
 - stop severe bleeding;
 - treat for shock;
 - treat for life threatening injuries.
- Inform principal or designated person.
- Contact parent(s)/guardian(s) as soon as possible. (See Notification of Parent(s)/Guardian(s) Procedures)
- If, in the opinion of school authorities (principal or designee) the illness or injury requires immediate medical attention, an ambulance shall be summoned by the authority or designee. A copy of the student's registration form must accompany the student to the hospital.
- Stay with the student until the parent(s)/guardian(s) or emergency care unit (rescue squad) assumes responsibility.
- No medication should be given unless specifically prescribed in accordance with established policies, procedures regarding medication administration, or as otherwise permitted by law.
- The principal or his designee shall notify the district administrator's office as soon as possible in case of serious injury on school property.

NOTIFICATION OF PARENT(S)/GUARDIAN(S) PROCEDURE

The student registration form should be consulted when notifying parent(s)/guardian(s) of an emergency or other health problems.

- If the parent(s)/guardian(s) cannot be reached, call the parent's/guardian's designee (consult the student registration form). If no one can be reached, call the physician.
- Explain the situation to the parent/guardian or designee. They have the responsibility of deciding what to do, and whether or not to see the child.
- If the person whose names are given in the emergency information file cannot be reached and the student is in serious condition making a delay unsafe, the person in authority at the school decides what to do. The student's safety and welfare are given primary consideration, the unknown wishes of parent(s)/guardian(s) and legal aspects are secondary.
- In severe situations, if unable to reach any of the above, call an ambulance and ask them to take the student to the nearest hospital or emergency room. The school administration may designate a responsible staff member to accompany the student.

PROCEDURE FOR SENDING A STUDENT HOME FROM SCHOOL (INJURY, ILLNESS, OR CONTAGIOUS DISEASE)

- Once it has been determined that a student should be returned to his home for health reasons, the parent(s)/guardian(s) shall be asked to pick up the student.
- If the parent/guardian or emergency contact cannot do so, the principal and/or authorized person will transport the student home.
- In no case will a student be sent home if it is an unsupervised home, or if the parent(s)/guardian(s) have not been contacted.
- Students may be taken to a designated home if the parent(s)/guardian(s) so direct the school.