

Emergency Care Services Procedures

Designation of Emergency Care Personnel

Several employees in each school building shall be designated as members of an *Emergency Care Team*.

Emergency Care Team Training and Information

Designated emergency care personnel will be trained in first aid and emergency cardiovascular care, otherwise known as cardiopulmonary resuscitation (CPR) procedures.

The principals of each building shall provide teachers, custodians, aides, secretaries, and athletic directors with a list of students who have special health needs that could possibly require emergency care. Special care information shall be provided by the student's parent(s) / guardian(s), in cooperation with the student's health care provider.

The principals will also provide the transportation companies with a list of students who have special health care needs and the companies will provide this information to the bus drivers involved in the transportation of specific students.

Emergency Care / Health Record Information

Emergency information for each student shall be on file and updated annually or more often if needed.

A personal data health record shall be on file for each student and shall be updated annually or as needed. These records should be completed at school admission and updated as changes occur.

A log of emergency services used shall be kept on file in each building.

Administration of Emergency care and First Aid

The medical advisor for the district will provide consultation on the following : emergency care service, facilities, supplies, training of designated staff, and policies and procedures.

Emergency services shall be provided by members of an *Emergency Care Team*. This team operates under the direction of the principal in each school building.

The *Emergency Care Team* shall take care of any emergencies that occur during the school day, until any needed medical practitioners arrive, until the person is transported to the clinic when needed, or until parent or guardian arrives to assume responsibility. Minor injuries requiring minimal first aid, can also be handled by the team.

During functions when school is not in session, such as after school hours, holidays, Saturdays, or summer vacation, a designated member of the school staff will render first aid and emergency care.

- First aid is that care that protects the life and comfort of the student/person until appropriate care is secured. This is limited to first aid care only. Following the administration of first aid, the student should be placed in the care and responsibility of the parent or guardian or other medical practitioners or emergency personnel.
- First aid procedures for specific conditions due to illness or accident are described in the American Red Cross Community First Aid and Safety publication. This publication is located in each building office and in the First Aid Emergency Care Containers.

Procedures for Dealing with Student Accidents / Illnesses

When a minor illness occurs during the school day, the student should be referred to the building principal's office, where a decision regarding the situation will be made on a case by case basis. Some options include allowing the student to rest quietly for a period of time in the health room located off of the office, contacting the parent/guardian for information purposes and/or requesting the parent/guardian to come to school to pick up the student.

Accidents, no matter how slight, in which a student is injured on school property or while otherwise engaged in a school activity, shall be reported immediately by the person supervising the activity. A report should be made to the building principal and needs to be recorded on the *Accident/Injury Reporting Form*.

Should a student become sick or injured, an effort will be made by the available personnel to contact the student's parent/guardian for information and instructions using the emergency information provided on the school enrollment form.

- If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the principal should arrange for the student to be taken to the clinic or for emergency medical personnel to care for the student at school or to transfer the student to hospital care. This action on the part of school personnel does not obligate the personnel or school district to assume financial responsibility for the treatment of the student.
- If there is any question as to the severity of an illness or injury, the principal shall make the final determination of the action to be taken. If a trained medical practitioner is available, the principal shall designate this authority to that person.
- If it is determined that a student should go home, the parent / guardian or other person listed on the emergency card shall be contacted. No student shall be sent home unless the

adult contact has been completed. It is preferred that the parent / guardian or designee arrives to transport the student home.

First Aid Supplies and Equipment

Every school shall have a first aid supply area with first aid instructions. The supply area shall be in the principal's office and in addition, a second one will be in the machine shop at the high school.

Review of Emergency Care Service

The district medical practitioner shall meet with the administrative team annually to review the emergency medical services.

Bloodborne Pathogen Exposure Control Plan

The Bloodborne Pathogen Exposure Control Plan is located in each school building. This plan outlines appropriate interventions for staff who must use first aid procedures and precautions for handling body fluids.

Definition

This definition is based on Wisconsin Statute 252.12. Significantly exposed is defined as contact through which a potential for transmission of HIV or Hepatitis B or C is suspected. This includes the following:

- Possible entrance of blood, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, or other body fluid that is visibly contaminated with blood into a body orifice or onto mucous membrane.
- Exchange of body fluid during the accidental or intentional infliction of a penetrating wound. This includes needle punctures.
- Exchange of body fluids into an eye, an open wound, an oozing lesion or an area where the epidermal barrier has significantly broken down.

Procedures if a Student is Exposed to Blood or Body Fluids

The district goal in the case of exposure of a student to blood or body fluids is to assure timely and appropriate care in order to protect the health and safety of all school district students and staff.

- In the event of accident or injury, students will be encouraged to seek help from school staff. School staff will provide first aid if needed. Custodial staff will provide clean up if needed. Students should be informed that they are not to give or accept medical assistance or first aid from other student.
- Exposure is defined as contact between blood or body fluids visibly contaminated with blood and mucous membranes (eyes, nose, mouth, or other body orifice, non-intact skin, or

a penetrating wound.) Exposure to saliva does not constitute exposure unless should be taken to flush the membranes and/or cleanse non-intact skin with soap.

- Blood soaked clothing needs to be removed by the owner, whenever possible, and placed in a labeled, leak-proof plastic bag for transportation. The parent/guardian shall be given the plastic bag containing the soiled articles.

Reporting Process

Information that a student was exposed to bloodborne pathogens or body fluid will be immediately given to the building principal. Any staff member who is aware of that exposure will notify the principal who will then determine the needed course of action. If there is a question regarding exposure, the medical advisor or clinic will be contacted.

In the event of significant exposure, the building principal will notify the parent/guardian. Notification will be made as soon as possible and no later than 24 hours after exposure. The parent/guardian will be referred to his/her physician for medical evaluation and follow up. The decision to proceed is the responsibility of the parent/guardian or adult student. It is not the responsibility of the district to inform the parent/guardian of the risks of exposure or to pay the costs of medical attention, consultation, or evaluation.

A Student Exposure Investigation Report is to be completed and provided to the parent/guardian/adult student. Reports are required for both the injured student and the exposed student. Copies are to be sent to the District Office within 48 hours of the exposure.

An Incident Report must also be completed and filed on the accident or injury.

Procedures for student exposure during an athletic event adhere to WIAA guidelines. The superintendent should still be notified and the *Student Exposure Investigation Report* should still be filed.

Education

The district health curriculum will reflect the students' responsibility in protecting themselves from exposure.

Instruction to the students should include the risks of handling blood, body fluids, or other potentially infectious materials.