

MUHLENBERG SCHOOL DISTRICT

Pupils: 200

Administrative Regulations: 210.2-AR

210.2-AR MEDICAL ATTENTION FOR STUDENTS

I. Routine Care for Sickness or Injury or Chronic Medical Conditions

- A. It is the desire of the Muhlenberg School District to provide the best possible care for the students when an illness or injury occurs during school. It is the purpose of these procedures to outline existing practices which are aimed at providing routine care in relation to a minor injury or illness and to monitor students with chronic medical conditions as needed to allow the student to fully participate in the academic process.
1. When the school nurse is present, she/he shall be primarily responsible for seeing that the student's medical needs are met.
 2. When a student receives an injury or becomes ill during the school day, and the injury is considered minor in nature, the following procedure is to be used:
 - a. When deemed necessary, the adult in charge of the student will send the student to the Health Room; accompanied by another student if necessary.
 - b. The principal or his/her designee shall be in charge of routine medical care in the absence of the school nurse or nurse substitute.
 - c. Medication will only be given by licensed nursing personnel in accordance with PA Department of Health recommendations and the PA Nurse Practice Act.
 - d. Any administration of routine care shall be noted in a written or computerized log which shall be kept in the Health Room.
 - e. If after initial assessment further medical attention is necessary, the steps listed under Emergency Care should be followed.
 - f. The over-riding concern in any situation is for the well being of the student. Good judgment should prevail at all times.
 3. In the case of students with chronic medical conditions, an individualized student health care plan (IHP) will be written as needed and incorporated into the student's medical record. This care plan incorporates reasonable standards of medical care for chronic medical conditions. The student's family health care provider recommendations and medical orders may be included in the plan of care.

II. Emergency Care for Sickness or Injury

A. During School Hours on School Property

1. In the event of an emergency, only emergency first aid will be administered in the school. 911 will be called when necessary.

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2. When the school nurse is present, she/he shall be responsible for the student's medical needs in case of emergency illness or serious injury. In the absence of the school nurse, the building principal or designee shall be responsible. If both are absent, a staff member with first aid certification shall be called for assistance.
3. When a student receives an injury not minor in nature or becomes seriously ill during the school day, the following procedure shall be used:
 - a. The school nurse shall be notified of all medical issues and emergencies.
 - b. If additional medical attention is necessary, and the care of a physician and/or hospitalization is required, the student's parent, guardian, or responsible person designated by the family shall be informed of this and shall be responsible for making arrangements, with the help of school personnel, if necessary.
 - i. In a serious situation the ambulance shall be called first, and the student shall be transported by ambulance to the hospital listed on the student's emergency information sheet. If determined by the school nurse to be necessary, representative from Muhlenberg School District selected by the principal/designee shall accompany a student to the hospital and remain with that student until a parent or guardian arrives.
 - ii. The current emergency information sheet shall accompany the student to the hospital.
 - iii. All efforts shall be made to notify the student's parent, guardian, or responsible person designated by the family as to the condition of the student.
 - iv. The school nurse should not accompany the ambulance to the hospital unless the nurse deems it necessary. If necessary, the nurse shall notify the principal so that proper coverage of the building can be maintained.
 - c. If the nurse or principal deems it necessary for the injured or ill student to be sent home, that student shall not be allowed to go home unaccompanied. The student shall be taken home either by a responsible member of the family or by someone designated by the family. Students who have driven themselves to school and are still capable of driving shall not be permitted to leave school until family permission has been obtained by school personnel.
 - d. Nurses should not transport sick or injured students to their houses or a physician's office.

B. School Activities Held Beyond School Hours

If a student becomes ill or injured before or after the school day but is still on school premises (play rehearsals, band practices, athletics, intramurals, etc.), the following procedures shall be used:

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1. The adult in charge of the student shall be responsible for the care of the student.
2. When emergency illness or injury occurs:
 - a. Give immediate and temporary care.
 - b. Obtain emergency medical assistance, if needed.
 - c. Notify the parent immediately and the principal and nurse as soon as possible.
 - d. Complete the illness or accident form as soon as possible and submit to the school nurse and/or principal. (Attachment A)

C. Swimming Pool Area

1. The following procedures are to be followed in the event of a drowning:
 - a. Begin mouth to mouth resuscitation immediately.
 - b. Recover the student from the water.
 - c. Send someone for the AED.
 - d. Call 911.
 - e. Continue resuscitation until medical help arrives.
 - f. Notify the parent immediately and the principal and nurse as soon as possible.
 - g. Complete the illness or accident form as soon as possible. (Attachment A)

D. District Transportation

1. The following procedures are to be followed in the event of an accident or medical emergency on a district vehicle:
 - a. Call 911 immediately.
 - b. Contact the Coordinator of Buildings, Grounds, and Transportation and/or the bus dispatcher.
 - c. Students must be kept on the vehicle unless the situation requires emergency evacuation.
2. The Coordinator of Buildings, Grounds, and Transportation or his/her designee shall:

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- a. Verify contacts with local police/emergency assistance.
- b. Notify the superintendent, building principal, and school nurse.
- c. Communicate with appropriate school personnel on scene and if necessary report to the scene of the accident.

3. The School Nurse shall:

- a. Be notified as soon as possible that there has been an accident involving a district vehicle transporting students to/from the building. The school nurse is not required to report to the accident scene.
 - b. Evaluate student injuries upon their arrival at the school building if it has not be done so by EMS at the scene of the accident.
 - c. Treat injuries, record assessment and treatment of student injuries and notify parents/guardians of injuries or suspected injuries as soon as possible. Students may be excluded from school to have further medical evaluation as deemed necessary by the school nurse.
 - d. Complete the "Bus Accident Injury Form" to list all injured students (Attachment B).
 - e. Complete the "Bus Accident Alert" form (Attachment C) for each student involved in the bus accident that has been evaluated for injury by the school nurse. The "Bus Accident Alert" form shall be signed by the parent/guardian and returned to the school nurse as soon as possible.
- E. Parents/guardians shall be notified of the accident by Muhlenberg School District administration and/or by the contracted transportation company.

III. Records of Serious Injuries or Illnesses

- A. Description and disposition of any illnesses or injuries of a serious nature (those injuries or illnesses in which a student, staff member, or visitor is released from school to see a family health care provider or to be seen at a hospital) should be recorded and the Accident Report (Attachment A) completed. The original report shall be retained in the school nurse's office. A copy of the report will be sent to the superintendent and building principal.

References: Guidelines for Pennsylvania for the Administration of Medication and Emergency Care: Pennsylvania Department of Health, May 2010; Professional Nursing Law 49 Pa Code §21.14 (a).

**MUHLENBERG SCHOOL DISTRICT
ACCIDENT/INJURY REPORT**

BUILDING _____ **DATE** _____, 20__
NAME _____ **GRADE/POSITION** _____

DAY/DATE OF ACCIDENT _____, 200__
TIME OF ACCIDENT _____ **AM / PM**
PLACE OF ACCIDENT _____
SUPERVISOR/TEACHER _____

CAUSE/DESCRIPTION OF INJURY

WITNESS TO INJURY _____

TREATMENT GIVEN _____

Student Accident (Report shall be filed with
the Superintendent's Office within 24 hours of incident.)

Employee Accident (IMMEDIATELY -
Accident shall be reported to SDIC via "First Step".
Also complete required workers' compensation
Documents and forward to SDIC.)

Was injury sports-related? ___ Yes ___ No

Parents Notified ___ Yes ___ No

SDIC (Workers Compensation Carrier)

Contacted ___ Yes ___ No

Employee Signature:

Reviewed by School Nurse or Principal

Name

Date

Reviewed by School Nurse or Supervisor

Name Date

CC: Superintendent's Office
Business Office – Benefits
Principal – (If sports-related to Athletics)

CC: Superintendent's Office
Business Office – Benefits
Supervisor

**MUHLENBERG SCHOOL DISTRICT
BUS ACCIDENT ALERT FORM**

NAME _____

GRADE _____

SCHOOL _____

DATE OF ACCIDENT _____

Bus # _____ was involved in a minor accident while transporting your child on _____ . The students were checked by the school nurse upon their return to school and no injury seemed apparent at the time. If your child should develop any signs or symptoms of injury, it would be advisable to consult your family health care provider immediately.

Parents:

Please call the school nurse's office with any questions or concerns.
Please sign this form and return to the school nurse on the next school day.

Parent signature _____

Date _____