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Policies, Procedures, and Administrative Rules

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Outline

- ▶ Role of the School Board
- ▶ Policy, Procedure/Administrative Rule, Protocol
- ▶ Steps in Policy Development
- ▶ Policy Change Examples
- ▶ School Board Policy Examples
- ▶ Policy Review

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Learning Objectives


- ▶ At the end of this module, the learner will be able to:
- ▶ Describe the role of the school board
- ▶ Articulate the difference between a policy, procedure/administrative rule, and protocol
- ▶ Describe the steps involved in policy development
- ▶ Recall the components that should be reviewed annually during yearly policy review

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Role of the School Board

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Main Function of School Board

The main function of a school board is to improve student learning outcomes


The key work of school boards is to:

- o Provide a vision, shared beliefs and values
- o Provide accountability
- o Establish policy
- o Provide community leadership
- o Engage in effective communication
- o Monitor and review data
- o Align and sustain resources
- o Maintain board and superintendent relationships

1. Center for Public Education. (2019). Eight characteristics of effective school boards. Available at: <https://www.cpe.org/2019/08/08/eight-characteristics-of-effective-school-boards/>

2. Wisconsin Association of School Boards. (2015). The key work of school boards. Available at: <https://wasb.org/customized-leadership-services/key-work-of-school-boards/>

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Function of the School Board

- ▶ Determine the budget and the tax levy
- ▶ Serve as an important decision-maker in any "due process" (expulsion, termination, etc.) finding facts, applying law/policy, reaching conclusions and issuing orders
- ▶ Serve as an employer by hiring, evaluating the superintendent
- ▶ Compensating employees

Wisconsin Association of School Boards. (2015). Basics of school law and budgeting. New school board member handbook. Available at: <https://wasb.org/customized-leadership-services/new-school-board-member-handbook-chapter-6-basics-of-school-law-and-budgeting/>

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Policy on Policies and Board Procedure

- ▶ Some boards only require one reading and review by the School Board
- ▶ Others require that the new or revised policy be on the agenda for two consecutive meetings before it can be voted upon

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PROPOSED POLICIES AND PROCEDURES 1381
Board of Education

POLICY
BOARD POLICIES AND PROCEDURES represent the BOARD'S vision for the DISTRICT and set the general direction for the DISTRICT. It is an essential function of the BOARD to establish BOARD POLICIES and the BOARD PROCEDURES necessary to enforce those POLICIES and PROCEDURES. In order to carry out this function in an efficient, effective, consistent and transparent manner, the BOARD should be transparent in terms of established processes for creating, implementing and modifying both POLICIES and PROCEDURES as needed.

PROPOSED POLICIES AND PROCEDURES 1382
Board of Education

I. The Establishment of POLICIES and PROCEDURES for the Operation of the Schools Shall Be Referred to the BOARD.

II. Development and Adoption of BOARD POLICIES and PROCEDURES

A. BOARD members and the SUPERINTENDENT or another designee(s) may propose new BOARD POLICIES and PROCEDURES. Board members shall not submit the revised BOARD members or the SUPERINTENDENT to allow other staff to propose or changes to current POLICIES and PROCEDURES.

B. LEGAL COUNSEL maintains the official versions of all current and proposed POLICIES and PROCEDURES.

C. All new POLICIES and PROCEDURES will be referred to the BOARD at least two consecutive meetings. All new POLICIES and PROCEDURES shall be submitted to and reviewed by a SCHOOL SUPERVISOR or being considered by the BOARD at a Regular Meeting. To the extent possible, final review and adoption of a new POLICY shall take place at a regular meeting BOARD Meeting. A new POLICY may only be adopted at a Special Meeting if there is a request and the BOARD would be in violation of a statutory mandate if the adoption of the new POLICY is postponed to the next regular meeting BOARD meeting.

D. POLICIES and PROCEDURES shall be amended by a similar process.

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Policy, Procedure, Protocol

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Terminology

- ▶ Terminology and definitions are based on resources from state School Board Associations.
- ▶ Your school may have different terms for these documents.
- ▶ Important for you to review your school's documents.

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Risk Management

Policies and procedures act as a risk management tool to:

- ▶ Reduce potential legal liability of the district and individual staff level
- ▶ Defend action taken or not taken in a lawsuit
- ▶ Prevent a lawsuit from progressing

Lattin, J., Claugher, K., Harris, L.M., Shing, M., Turner, M.J. (2015). *Shaping school health nursing practice: A policy development model*. Available at: <https://doi.org/10.1016/j.schres.2015.03.008>

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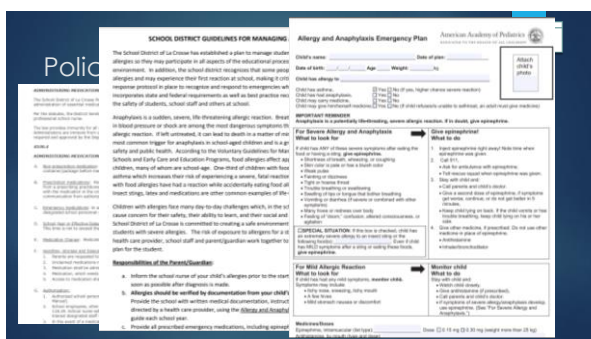
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Protocol

- Operational guideline
- Guides decision making
- Typically, not subject to board approval

Boris, C. (2016). Standards of school nursing practice. In *Seibert, J. (Ed.), School nursing 4 comprehensive text (3rd ed.)* (pp. 41-44). Philadelphia PA: F.A. Davis Co.

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SCHOOL DISTRICT GUIDELINES FOR MANAGING ALLERGIES

The School District of Janesville has established a plan to manage student allergies so they may participate in all aspects of the educational process...

Allergy and Anaphylaxis Emergency Plan

Child's name		DOB	
Sex		Age	
Weight		Height	
Check for allergies to			
Food			
Medication			
Latex			

FOR PARENTS

- 1. Notify school nurse of your child's allergies prior to the start of school.
- 2. Provide the school with written medical documentation, including a health care provider, using the www.jdsd.net/Health link on the school website.
- 3. Provide all prescribed emergency medications, including school-nurse-authorized epinephrine.

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Importance of Policies and Procedures

- Policies and procedures direct professional practice
- Increase likelihood of consistency in decisions and actions
- Establish and ensure professional standards of practice
- Increase assurance in safe nursing practice


Estimates, J. et al. (2018). Nursing public health nursing practice: A policy development text. Available at <https://openstax.org/r/nursing-public-health-nursing-practice-policy-development-text>

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Steps in Policy Development

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PROCESS	ACTION STEPS	PLANNING
IDENTIFICATION	<ul style="list-style-type: none"> Need Initiative Issue/problems Legal mandate 	<ul style="list-style-type: none"> Evidence-based practice Engagement of leadership Coalition building Availability of human and material resources Work plan development Goals, objectives and outcomes Strategies and interventions
ASSESSMENT	<ul style="list-style-type: none"> Demographics Morbidity and mortality rates Disparities Cultural factors research Social norms Readiness for change Resources Stakeholders Partner identification Current policies Current local/state/federal laws 	<ul style="list-style-type: none"> Resource acquisition Public awareness Providing service Integration Evaluation
POLICY DEVELOPMENT	<ul style="list-style-type: none"> Develop, review and revise Approval/acceptance by governing body 	<ul style="list-style-type: none"> Outcomes and impact Compliance levels Stakeholder feedback Population response Sustainability Future implications
		IMPLEMENTATION
		POLICY EVALUATION

Source: Estimates, J., et al. (2018). Nursing public health nursing practice: A policy development text. Available at <https://openstax.org/r/nursing-public-health-nursing-practice-policy-development-text>

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Value of a School Nurse

- o School Nurses bring a unique perspective to the process of policy development
- o "School Nurses can use their unique leadership abilities, knowledge of evidence-based findings, and professional nursing knowledge and experience to take part in the policy development process" (Spriggle, 2009, p. 102)

Spriggle, M. (2009). Developing a policy for delegation of nursing care in the school setting. *Academy of School Nursing, 23*(2), 98-107.

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Steps in Policy Development

- o Identify the issue
- o Gather data
- o Review the evidence
- o Collect input
 - o Being sure to discuss with superintendent and school board policy committee, (if applicable) to ensure fit with district's needs
- o Draft the policy
- o Identify your champions
- o Implement policy
- o Advocate for change
- o Evaluate the impact

1. American Academy of Pediatrics. (n.d.). School health services policy development guidance. Available at: [https://www.aap.org/clinical-issues/school-health-services-policy-development-guidance](#)
2. Andrews, B., & McCarty, A.M. (2009). Faculty change strategy for head for management. *Journal of School Nursing, 24*(6), 467-64.
3. Institute. (2018). Content areas for high school policies. *Model School Policy 2018-2020*. Retrieved from [https://www.institute.org/insights/insights-high-school-policy](#). *Model School Policy 2018-2020*.
4. Spriggle, M. (2009). Developing a policy for delegation of nursing care in the school setting. *Academy of School Nursing, 23*(2), 98-107.

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Questions to Consider

- o Is the policy necessary to meet community needs, interests, or requirements
- o Convey the district's philosophy/mission, goals, or objectives
- o Provide clear guidance regarding expectations and responsibilities
- o Ensure consistent decision making
- o Is the policy consistent with:
 - o Relevant state and federal laws and regulations
 - o Provisions of current employee handbook
 - o Contracts (if applicable)
 - o Job Descriptions
 - o Other policies in place in the district
- o Is the policy content appropriate for the district and does it represent the district's current views regarding the issue
- o Can the policy be realistically implemented in the district using available staff and other resources

1. American Academy of Pediatrics. (n.d.). School health services policy development guidance. Available at: [https://www.aap.org/clinical-issues/school-health-services-policy-development-guidance](#)
2. Gonzalez, J., Gallagher, S., Hansen, J.M., Darling, L.M., Taylor, M.L. (2016). *Creating public health nursing practice: A policy development toolkit*. Available at: [https://www.gonzalezpublichealth.com/wp-content/uploads/2016/09/Policy-Development-Toolkit.pdf](#)

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School Nurse Policy Development

- o Collaborate with the medical advisor to discuss evidence-based and best practices related to management of student health needs
- o Connect with state School Nurse Association and State School Nurse Consultant to identify if there are resources or templates available
- o Connect with other School Nurse colleagues, in neighboring districts, to assess school nursing practices and standards

1. American Academy of Pediatrics. (n.d.). School health services policy development guidance. Available at:
 2. National Association of School Nurses. (2020). Advocating for evidence-based school health policy. Available at:
<https://nashn.org/wp-content/uploads/2020/08/Advocating-for-evidence-based-school-health-policy.pdf>


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Communicate with Stakeholders


- o When planning to institute new policy it is important to educate students, parents, staff and community:
 - o Newsletter
 - o Newspaper article
 - o Parent Teacher association
- o Help school staff identify and understand the connection between the new policy and positive health and learning outcomes

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Policy Review

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Questions to Consider

- o Does the policy give adequate direction to the superintendent?
- o Is the district getting the results they expected when they put the policy in place?
- o Is the policy still relevant?
- o Is the policy still legally compliant?
- o Does the policy reflect district practice?

©2016 Association of School Boards. (2016). Understanding policy, establishing policy review cycle. Available at: https://www.ashba.org/About-us/ASHBA-Journal/2016/July-August/Understanding-policy_establishing_policy_review/


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Questions School Nurse Should Consider

- o Does the policy and procedure reflect best practice?
- o Are the policies and procedures in line with the state Nurse Practice Act and other rules and regulations?
- o Are the policies and procedures consistent with the SN and the UAPs job descriptions?
- o Are the policies and procedures consistent throughout the district?


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Steps to Take


- ▶ Inform supervisor and school administration of the concern
- ▶ Be sure the concern is documented in writing

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- ▶ School districts have different terminology for policies, procedures, and protocols.
- ▶ It is very important to review your school board health and safety related policies and procedures to ensure that you are familiar with the guidelines that the district has set forth.
- ▶ Become familiar with the process used by your school district for policy adoption and review.
- ▶ Meet with your supervisor and school administration to discuss policy change recommendations.

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Policy Examples

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Emergency Nursing Services

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453.1 EMERGENCY NURSING SERVICES

5330.01 - EMERGENCY MISSING SERVICES

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school sponsored student activities. The District shall provide for the management of illness (Policy 5336, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5343), and the administration of medication and emergency care (Policy 5330).

The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator's administrative guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and [approved by the School Board](#) in cooperation with other school district personnel and representatives from community health agencies and services designated by the District Administrator. The nurse shall review and provide emergency nursing services each year, including a review of the policies referenced above and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator.

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Legal	Wis. Stat. 121.02(1)(g) PI 8.01(2)(g)4
APPROVED:	August 13, 1988
REVISED:	August 13, 2001

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<p>Owner: Students</p> <p>Section: Student Health and Welfare</p> <p>Title: Emergency Nursing Service</p> <p>Number: 453.1</p> <p>Last Revised: 04/12/2021</p>	<p>In providing for the coordination and oversight of emergency nursing services, one or more registered nurses assigned by the District shall:</p> <p>1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student risks and threats (e.g., fire and protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with Superintendent and, as an example, in consultation with representatives of the county health department or other community health agencies.</p> <p>2. Disseminate the District's current emergency appropriate school personnel.</p> <p>3. Provide or arrange for the provision of training related to the District's medical emergency and other emergency procedures (CPR) and the District's bloodborne pathogen exposure or provide or arrange for the training of school or appointed health-related services to intake appropriate records of all such training.</p> <p>4. Provide, or provide any necessary training of specialized health-related services that the District health care needs.</p> <p>5. Verify that emergency information forms are a school or otherwise participating in any school regardless of the student's full-time status, as applicable, and appear needed for the appropriate health-related services.</p> <p>7. At the end of each school year, coordinate an annual review of the District's emergency nursing services program personnel. The review shall be conducted as follows:</p> <p>Clearly related to the responsibilities identified above</p> <p>8. Review and modify the emergency plan for any school or location within the District that poses medical or health concerns that may require an</p>
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Emergency nursing services for fire that are coordinated furnished by one or more registered nurses shall be available appropriate activities for students, including by notification and endorsement activities.

To ensure the provision of an appropriate emergency nursing services program, annual review of the emergency nurse recommendations from the annual or board

2. The District shall designate the register include the responsibilities under Code

3. The Superintendent shall act to approve identified (or revised) under the District law and this policy.

4. The District shall arrange for a person emergency nursing services person, student and school health concerns, T established by the District under the appropriate

5. The District shall make available the emergency nursing services in the District school.

6. In consultation with the registered nurse or an administrative employee and school personnel involved in the process personnel. The training process of need shall be a minimum of 120 days.

Legal References: WI Stats. 118.07(1), 118.076, 118.125, 118.29, 118.201, 118.202, 118.292S, 118.293S, 121.02(1)(g), 140.81 to 140.84, 440.01(1)(a-d), 895.46

WI Administrative Code: Chapter H6, PI6.01(2)(g), SP6332.902)

Federal Laws: 29 Code of Federal Regulations (CFR), Part 1910 – Subpart 7

Adopted:	February 13, 1989
Revised:	February 9, 1999
Revised:	December 10, 2012, April 12, 2021

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NURSING DELEGATION

The Public Health School District recognizes that the provision of health-related services requires the skills to extend school personnel. The provision of health-related services may be performed on a school setting by school staff without the person's training and delegation from a Professional Registered Nurse (PRN).

Health-related services require services provided by qualified PRN staff, including, but not limited to, communicable disease control, first aid, and other emergency services. The District recognizes the need for health-related services and the need for health-related services to be provided by school personnel. The District shall ensure that the provision of health-related services is coordinated by a registered nurse or other school personnel who is trained in health-related services and has the necessary skills to provide such services. The District shall ensure that the provision of health-related services is coordinated by a registered nurse or other school personnel who is trained in health-related services and has the necessary skills to provide such services.

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When training services are provided school personnel (PRN) or other school personnel, the PRN staff must comply with training standards adopted by the Board of Health Administration. Such training shall be provided by the following methods for reporting and providing such training staff:

- a. Training shall be developed, coordinated, and delivered by the person and documented in the personnel file of the person supervised.
- b. Evaluation and assessment shall be given to those supervised.
- c. The nature of those supervised shall be identified and measured.
- d. The effectiveness of each performance and other supervisor shall be evaluated and documented.

Training staff shall be developed, coordinated, and delivered by the person and documented in the personnel file of the person supervised.

In the event of health concerns by a person other than a PRN or staff member, the District shall have a written protocol document outlining the school district's responsibility for the person's health and safety signed by the person. The person's training agency will be school administration.

DELEGATION OF DUTIES

Approved by the Board of Health Administration on August 13, 1988

Revised by the Board of Health Administration on February 9, 1999

Policy 453.1 - Student Health Services Emergency Nursing Policy

Policy 453.1 - Student Health Services Emergency Nursing Policy

Policy 453.1 - Student Health Services Emergency Nursing Policy

APPROVED: December 10, 2012

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Medication Administration

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ADMINISTERING DRUG PRODUCTS TO STUDENTS

BARABOO SCHOOL BOARD POLICY

453.4

Drug products should be administered to school children at home rather than at school whenever possible. School personnel authorized by the school nurse may administer drug products to students under the qualified conditions, following state law.

School personnel authorized to administer drug products must be trained and found to be competent before administering approved medications. Administration of drug product by means other than injection shall be delegated to personnel commensurate with educational preparation, training and demonstrated abilities of the person.

Specific drug product administration procedures shall be developed in accordance with Wisconsin State Law requirements.

LEGAL REF.: Statutes 118.125, 118.29, 118.291, 118.292, 118.294, 118.295, 118.296, 121.021(4g) Wisconsin Statutes
FR 8.09(2) Wisconsin Administrative Code

CROSS REF.: 147-Rule, Student Records
483.4 Student Alcohol and Other Drug Use
431-Rule, Emergency Nursing Services Plan
431.3 Communicable Diseases
431.4-Rule, Drug Product Administration Procedures
431.5 Students with Special Health Care Needs
District Exposure Control Plan

ADOPTED: August 22, 1977
REVISED: April 15, 1977
May 19, 1997
March 21, 2009
July 25, 2011
February 11, 2019

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GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

A. Definitions

- A. Prescription Medication: A substance recognized as such defined in Wis. Stat. 462.31(1)(3)-(6). This section defines drugs in any quantity except those that are exempt from regulation under Chapter SFS 1.14. This section does not apply to over-the-counter medications, non-prescription drugs, or any other substances that are not regulated under Chapter SFS 1.14. This section does not apply to substances that are exempt from regulation under Chapter SFS 1.14.
- B. Non-prescription Medication: These are over-the-counter drugs which can be obtained over-the-counter without a prescription for use by individuals as directed in accordance with the requirements of state and federal law.
- C. Prescribing Health Care Practitioner: A licensed physician, dentist, optometrist, podiatrist, osteopathic physician, advanced practice nurse, or physician assistant.
- D. Controlled Substances: Those drugs which are defined and regulated by the Uniform Controlled Substances Act of 1952.

B. Training of Designees

The school nurse, in collaboration with a school administrator, has the authority to authorize medication administration to a school employee in compliance with Wisconsin State Statute 462.31(2)(a) and Wisconsin Administrative Code 8.12(2) if the following are met:

- A. The designee must collaborate with the education, preparation, and developmental abilities of the designee.
- B. The designee will provide instruction (training and evaluation) to the designee or designees, including drug medications, OTC approved medication listing to support medication administration to students, emergency, quarantine, prophylaxis, etc. (except for injectable medication administration).
- C. The designee must submit verification of completion of the OTC training to the school nurse and complete a checklist on compliance with training before being placed to administer any medication in a role other than over-the-counter drug training and use. All designees must be at least 18 years of age and be certified by Wisconsin Department of Public Instruction (DPI).
- D. Control over the use of all controlled substances which are utilized in training medication for serious or chronic health conditions as they may otherwise be able offered to the medication.
- E. All school personnel authorized to administer medication to students must receive a copy of these procedures.
- F. An initial personnel file that meets these procedural, shall be properly required by administrator medication to students by any means other than injection.

ADMINISTERING MEDICATION TO STUDENTS
(Prescription drugs only)

Medications should be administered to school children at home rather than at school whenever possible. School personnel authorized by the school nurse may administer drug products to students under the qualified conditions, following state law.

This policy defines authorized personnel who are permitted to administer medication in accordance with Wisconsin State Statute 118.291, 118.292, 118.294, 118.295 and Wisconsin Administrative Code FR 8.09(2)(g).

This policy defines authorized personnel who are permitted to administer medication in accordance with Wisconsin State Statute 118.291, 118.292, 118.294, 118.295, 118.296, 121.021(4g) Wisconsin Statutes and Wisconsin Administrative Code FR 8.09(2)(g).

This policy defines authorized personnel who are permitted to administer medication in accordance with Wisconsin State Statute 118.291, 118.292, 118.294, 118.295, 118.296, 121.021(4g) Wisconsin Statutes and Wisconsin Administrative Code FR 8.09(2)(g).

The school nurse is responsible for ensuring the proper use of the authorized medication and ensuring the maintenance of complete and accurate medication administration records. The school nurse will maintain and be responsible for all controlled substances and the disposal of controlled substances and other medications in accordance with District procedures.

The school nurse, except health care professionals, may be authorized to administer medication to students for the reasons other than those listed above.

Medication administration, including medication and needles, may be obtained and administered by trained school personnel in accordance with the procedures and protocols approved by the school board. School districts will follow these guidelines and part 8.12 of Wisconsin Administrative Code.

No District policy or procedure shall be developed that is intended to limit or restrict the issuance and other limitations liability available under this law unless such other action is approved in writing and with the participation of the Department of Education.

ADOPTED: April 22, 2009
REVISED: December 17, 1998 July 30, 1996 November 20, 2002 June 24, 2010 June 4, 2016
LOCAL USE: Revised October 15, 2019 (10/20)

WISCONSIN DEPARTMENT OF EDUCATION
WISCONSIN DEPARTMENT OF REVENUE
WISCONSIN DEPARTMENT OF SAFETY
WISCONSIN DEPARTMENT OF TRANSPORTATION
WISCONSIN DEPARTMENT OF WORKERS' COMPENSATION
WISCONSIN DEPARTMENT OF HEALTH SERVICES
WISCONSIN DEPARTMENT OF NURSING REGULATION
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
WISCONSIN DEPARTMENT OF SUPERVISION OF BANKS AND FINANCIAL INSTITUTIONS

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STAFF ADMINISTRATION OF NON-STUDENT SPECIFIC EPINEPHRINE (EPI-PEN)

Anaphylaxis is a severe allergic reaction which can be life threatening. It may occur within minutes after a triggering event or up to hours later. The District will plan for the management of pupils attending school where have life-threatening allergies as well as plan for first-time anaphylactic emergencies. The District will also maintain an emergency action plan for the management of pupils attending the school who have known life-threatening allergies.

The following procedure for emergency use of stock epinephrine is to be used only by appropriately trained staff or administrator competent to a person (parent, staff member, volunteer, or other with or without previously diagnosed anaphylaxis). Stock epinephrine may be administered to a pupil or other person who the school nurse or designated school personnel believes is experiencing anaphylaxis in accordance with the following procedure which has been reviewed and approved by the District's Medical Advisor. The person administering the epinephrine auto-injector must, as soon as practicable, dial "911" or to an area where "911" is not available, the telephone number for an emergency medical service provider.

Students with known life-threatening allergies and/or anaphylaxis should provide their own prescribed epinephrine auto-injector in accordance with that pupil's prescription orders. The epinephrine policy is not intended to replace student specific orders or parent provided individual medication.

Any District employee may be authorized to administer epinephrine who:

- Is willing to assume that responsibility,
- Is authorized by the school principal or his/her designee,
- Has received Department of Public Instruction approved training, within four years, for the administration of epinephrine
- Has been sufficiently instructed by the District Nurse:
 - In recognizing the signs and symptoms of anaphylaxis,
 - On the proper administration of epinephrine auto-injector,
 - On proper follow up procedures following administration of epinephrine auto-injector.
- Has successfully completed an annual return demonstration of administration of epinephrine auto-injector and has been deemed competent by the District Nurse.

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Communicable Disease

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STUDENT COMMUNICABLE CONDITIONS AND IMMUNIZATIONS

The Board of Education recognizes it shares in the responsibility of assuring proper communicable conditions and immunizations of our student body. The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

Administrative Regulations for Policy 528 (Student Communicable Conditions and Immunizations)

528-01 The district will balance the rights and expectations of parents and the students (students, employees, etc.) with the district's responsibility to provide for the physical, mental, and emotional health of pupils while they are at school or participating in school activities.

528-02 District employees are to use procedures as described in the District Emergency Nursing Services that it relates to confidentiality and to address students who become injured or ill or receive medication while at school.

528-03 The Administrator/building administrator in consultation with the school nurse has the authority to temporarily remove a "Communicable Disease" from school. The district may result in school with a medical provider from a licensed practitioner indicating that the health risk has abated. When a pupil with a communicable condition is temporarily removed from the classroom, an appropriate alternative education shall be provided to the student.

528-04 The District may accept a medical release to the school physician or public health official. During the time of the approved (E) working days, the student will be excluded from school.

528-05 Any student excluded for any elementary, middle, junior or senior high school or into any school operated day-care center or nursery school shall within 30 school days present written evidence of having completed the first immunization for each vaccine required for the student's grade. To remain in school the student must complete the schedule of basic and special (boosted) immunizations for diseases identified in State Statutes or shall present a written waiver for reasons of health, religion, or personal conviction.

528-06 Written notice of not having met the immunization requirement is to be given by the school to any child student or the parent of any minor student by the 15th and 30th school day after the student is admitted. The notice shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations.

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IMMUNIZATION

Student

All students admitted to the Pulaski Community School District must present immunization records as required by law. Parents/guardians will indicate the student's immunization status during the enrollment process. The Student Immunization Record can be updated during the online process by the parent/guardian or the form can be completed by the parent/guardian and submitted to the school nurse. Required vaccinations are identified by the Wisconsin Department of Health Services division of Public Health, Immunization Requirements for Wisconsin Schools.

A student may be waived from the immunization requirement when the student, if an adult, or the student's parent, guardian or legal custodian submits the proper completion of the School Immunization Record and waiver of required vaccinations objecting to the immunization for reasons of health, religious or personal conviction. Although students with waivers properly filed are in compliance, they are subject to school exclusion in the event of a disease outbreak.

The school nurse shall be responsible for annual notification of the student, parent, guardian or legal custodian of the immunization requirements and shall inform such persons in writing of their right to an immunization waiver. In addition, the school nurse shall be responsible for maintaining complete and up-to-date immunization records for each student attending their schools.

Staff

All staff members, whose designated job classification could potentially result in exposure to blood or other body fluids containing blood, will present evidence of the Hepatitis B immunization records or be offered the Hepatitis B vaccination series in compliance with the Pulaski Community School District staff handbook. These staff members may decline the Hepatitis B vaccination series. Staff members who have previously declined the Hepatitis B vaccination series will be provided the vaccination if it is requested.

The Coordinator of the Human Resources Department shall be responsible to notify school personnel if their job classification requires specific immunizations according to the staff handbook.

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School Health Associates

Questions?

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