

A primary concern of the Williams Bay School Board is that proper attention is paid to the safety of students. The Board and administration shall try to prevent accidents by creating a safe school environment and shall standardize procedures for handling emergencies.

The District shall provide for the following emergency care services:

**Annual Safety Review for Teachers**

- As part of the pre-school workshop, a presentation about teacher responsibility regarding emergency care shall be scheduled.
- Teachers shall be provided with a list of students who have special health problems that could require emergency care. Special care information should be obtained by the parents or guardian in cooperation with their family doctor.

**Training for Those Personnel Designated to be Responsible for Emergency Care**

- One or more employees in each building shall be designated as emergency care persons.
- Emergency care individuals should hold a valid First-Aid Certificate, CPR Certificate, and AED Certificate. The Standard First Aid or Multi-Media First Aid Certificate is an accepted standard.
- Training of individuals responsible for emergency care may be provided by the American Red Cross.

**Emergency Nursing 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.
- Procedures for dealing with accidental injury, illness, and medication at all school-sponsored activities and methods of recording services provided shall be developed.
- An emergency care person shall be available during the regular school day including curricular and co-curricular activities of students.
- Student emergency information cards, equipment and supplies, and space for the emergency nursing services shall be readily accessible.

- The school nurse shall make an annual review of the nursing services.

LEGAL REFERENCE: Wisconsin Statutes, Sections 121.02(1) (School District Standards)  
Wisconsin Administrative Code PI 8.01(2)(g)

CROSS-REFERERANCE: Emergency Procedures Handbook 543.4 (Administering Medication to  
Students)

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