

## WISHeS Project Resources:

***Emergency Nursing Services Sample Policies and Procedures.*** The sample emergency nursing services policies and procedures (administrative rules) include the following:

- Injury and illness management
- Training for non-health care staff providing nursing services
- Administration of first aid and illness and injury management
- Competency verification and documentation of non-health care staff providing nursing services

***Medication Administration Sample Policy and Procedures.*** The sample medication administration policies and procedures (administrative rules) include the following:

- Delegation of medication administration
- Training for non-health care staff on medication administration
- Competency verification and documentation of non-health care staff
- Management of medication administration on field trips
- Tracking and review of medication errors
- Quality improvement activities
- Medication disposal

***Concussion Management Sample Policy and Procedure.*** The sample policy and procedure for concussion management includes the following:

- Role of the nurse in concussion management
- Assessment and evaluation of possible concussion
- Removal of student with concussion or head injury from athletic activity participation
- Possible classroom accommodations for students with concussions
- Return to learn and return to play guidelines

***Food Allergies: Managing and Preventing Acute Reactions in the School Setting.*** The best practice guidelines provide school administrators, school nurses and staff with information, recommended policies, procedures and resources to ensure that students diagnosed with anaphylactic food allergies have a safe learning environment. The best practice guideline recommendations provide recommended action steps for schools and school districts.

**Care of the Student with Special Healthcare Needs.** Is an online training for unlicensed assistive personnel. The interactive training covers topics such as:

- Hand hygiene
- Oral care
- Feeding
- Transfers
- Diapering

The intent of the training is to provide unlicensed staff with the basic knowledge required to care for students who require these interventions while at school. The training incorporates the themes of compassion, empathy, patience, understanding and self-care. *Care of the Student with Special Healthcare Needs* also has a skills check off sheet the UAP prints at the completion of the training so they can complete the skills training with a licensed staff person.

**Injury and Illness Protocols.** The Injury and Illness Protocols are meant to serve as basic injury and illness management and are intended to be used by staff without medical/nursing training, when a nurse or other medical professional is not available. We have developed 58 protocols ranging from asthma to vomiting. We recommend the protocols be reviewed and approved by the school district medical advisor. Information contained in the protocols was adapted from the Ohio Department of Public Safety's Emergency Guidelines for Schools, Third Edition and the Wisconsin Emergency Preparedness Guidelines for Schools.

**Contact Information:**

Teresa DuChateau, DNP, RN, CPNP  
School Nurse Resource Coordinator  
Wisconsin Public Health Association  
414-875-7257

[Teresa@badgerbay.co](mailto:Teresa@badgerbay.co)