

**STUDENT HEALTH SERVICES****JHC**

1. Health services shall be available to students and staff during the school day. Students and staff may report to their designated area in case of illness or injury. The designated areas are: the Elementary/Middle School Office - School Health Office and the High School Office. The high school students may also go to the health office for care.
2. The health office will be available between 8:00 a.m. and 3:15 p.m. on all days students are present to take care of any illness or injury. In the health provider's absence, the building secretaries will maintain the health room.
3. A medical emergency card is on file in the health office for all students and shall be updated annually.
4. If it is determined that a student needs to go home, an attempt shall be made to notify the parent(s)/guardian(s) or other person listed on the emergency card. No student shall be sent home unless an adult contact has been made.

**NOTE:**

If the student becomes ill or injured while on a field trip or other activity away from the school, the school shall be contacted and they in turn will contact the parent(s)/guardian(s).

5. In life-threatening situations or in case of major injuries, an ambulance shall be called.
6. The building principal shall be notified as soon as possible in the case of injury on school property.
7. Except for minor injuries, an accident report shall be completed by using the form adopted by the School District of Neillsville.
8. A log of emergency services shall be maintained. The report shall be kept on file in the health office.
9. A medical advisor shall be consulted when necessary.

Initial Adoption: 2/19/24

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