

Dear Staff Members,

This information is intended for all staff members who have direct contact with students within the Greendale School District. Before school starts in the Fall, the Greendale School's District Nurse will review the Student Annual Health Questionnaire for specific medical issues. An email will be sent to the teachers that are scheduled to have students with significant medical issues in their classes. These student medical issues may be related to allergies, diabetes, seizures or other special conditions that require an individualized health plan. It is important for staff members who work directly with these students to familiarize themselves with these plans and keep them accessible in the event of an emergency. It is also important for teachers/staff to review class rosters for all Student Medical Alerts. This will give staff additional details on all student's medical issues. It is everyone's responsibility to make sure our student's stay safe in the school setting and at school events.

- All staff members who are in direct contact with students of the Greendale School District are required to be trained annually in the administration of Epinephrine (Epi-Pen). It is the staff member's responsibility to complete the online education and hands-on portion with the District Nurse annually.
- Students with a history of diabetes, allergies or seizures will have an individualized health/emergency plan. This plan will indicate the treatment that this student should receive in the event of an emergency. *Examples of treatments/supplies:*
 - *Epi-Pen, Antihistamines, Inhalers*
 - *Blood Glucose Meter, Insulin, Quick-Acting Glucose such as juice or glucose tablets*
 - *Glucagon (requires special training)*
 - *Emergency seizure medication (requires special training)*
- Students must have their emergency plan and treatment supplies within close access at ALL times. This includes field trips, bus rides, outdoor walks off the school grounds, extracurricular activities, sports, etc. It is the staff member's responsibility (teacher, aide, coach, etc.) to have access to their student's supplies.
- All students with Type I diabetes will have Glucagon on their emergency plan. Glucagon administration is a medication that is given in the event of severe low blood sugar. If you are a staff member that is leaving the school grounds with a student who is diabetic, there must be someone trained to administer Glucagon with that student at all times.
- Students with Seizures will have an Emergency Seizure Plan on file. Some Seizure Plans may include the administration of an Emergency Seizure Medication. Specific staff members at each school will be trained in Emergency Seizure medication administration. If you are a staff member that is leaving the school grounds with a student who has a seizure history and has emergency seizure medication at school, there must be someone trained to administer that medication with the student at all times.
- Coaches and Leaders of Extracurricular Activities: School database medical alerts must be checked for each student that you have in your activities. Coaches/Leaders must be prepared to act in the event of a medical emergency. If you have a student in your activity that has a medical diagnosis/concern listed in the database, please contact the District Nurse to determine if any medical training is required. If coaches or leaders of extracurricular activities are not staff members of the Greendale School District, it is the responsibility of the administration staff/athletic director to make sure that these individuals are aware of students in their group with medical concerns.
- The Student Emergency Treatment Plans, medications and treatment supplies are kept in the school office with the Administrative Assistants or in the Health Room. High School students may have these supplies with them or in their locker per parent request. This will be indicated in their Emergency Treatment Plan.
- Please contact Kelley Kraninger, RN, BSN, Greendale School District Nurse with any questions.
kelly.kraninger@greendaleschools.org