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# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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R-2012-0146      Resolution      Introduced

Resolution relative to deleting the City of West Allis Policies & Procedures Manual No. 1805, Untoward Events, and No. 1807, Miscellaneous Services, under Health.

Introduced: 8/7/2012

Controlling Body: Administration & Finance Committee

Sponsor(s): Administration & Finance Committee

COMMITTEE RECOMMENDATION *adopt*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
AUG - 7 2012			Barczak				
			Czaplewski				
		✓	Lajsic	✓			
			May	✓			
			Probst	✓			
			Reinke				
			Roadt				
			Sengstock	✓			
		Vitale	✓				
		Weigel					
			TOTAL	5	0		

SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

**ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
AUG - 7 2012			Barczak	✓			
			Czaplewski	✓			
			Lajsic	✓			
			May	✓			
			Probst	✓			
			Reinke	✓			
			Roadt	✓			
		✓		Sengstock	✓		
		✓	Vitale	✓			
			Weigel	✓			
			TOTAL	10			

*J. Wardinska*

**STANDING COMMITTEES OF THE  
CITY OF WEST ALLIS COMMON COUNCIL**

**ADMINISTRATION & FINANCE**

Chair: James W. Sengstock  
Vice-Chair: Vincent Vitale  
Thomas G. Lajsic  
Michael P. May  
Cathleen M. Probst

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Cathleen M. Probst  
Daniel J. Roadt  
Vincent Vitale



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Resolution

**File Number: R-2012-0146**

**Final Action:**

**Sponsor(s):** Administration & Finance Committee

**AUG - 7 2012**

Resolution relative to deleting the City of West Allis Policies & Procedures Manual No. 1805, Untoward Events, and No. 1807, Miscellaneous Services, under Health.


WHEREAS, pursuant to a request for Departments/Divisions to review their appropriate sections in the City of West Allis Policies & Procedures Manual for any updates or deletions, two policies are recommended for deletion from the Health section of the Manual; and,

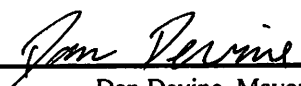
WHEREAS, it is recommended by the Acting Health Commissioner that Policy No. 1805, Untoward Events, and Policy No. 1807, Miscellaneous Services, be deleted from the City of West Allis Policies & Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1805 and Policy No. 1807 be deleted from said City of West Allis Policies & Procedures Manual, and remaining sections under Health be renumbered accordingly.

BE IT FURTHER RESOLVED that directions concerning deletion of said policies be communicated to all departments, divisions, and offices.

ADMORDRES\ADMR425

ADOPTED           AUG - 7 2012            
  
\_\_\_\_\_  
Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED           8/15/12            
  
\_\_\_\_\_  
Dan Devine, Mayor



# CITY OF WEST ALLIS

WISCONSIN

## POLICIES AND PROCEDURES MANUAL

SUBJECT  Untoward Events	DEPARTMENT  Health		DEPARTMENT IDENTIFICATION  1800	
	SECTION  1805	PAGES  1 - 2	EFFECTIVE DATE  1/1/82	REVISION DATE

### 1.0 PURPOSE:

To describe the procedures to be followed by the Health Department in responding to untoward events.

### 2.0 ORGANIZATIONS AFFECTED:

This policy applies to the City of West Allis Health Department and the general public.

### 3.0 POLICY:

It is the policy of the Health Department to follow a uniform set of procedures when untoward events occur.

### 4.0 REFERENCES:

None

### 5.0 PROCEDURES:

#### 5.1 GENERAL POLICIES

5.1.1 When an untoward event or medical procedure accident occurs, the nurse assisting the client shall observe the client for any signs of a medical emergency. If the client begins to exhibit signs of having a reaction to the biological, the nurse shall implement emergency care procedures to counteract the reaction as outlined in the Department's "Emergency Medical Procedure Manual".

5.1.2 Absent of signs of any immediate medical problem, the nurse should obtain assistance from other Department personnel. The client shall not be left alone. Once assistance has arrived, the attending nurse should leave the client's room and notify his or her immediate supervisor. The supervisor shall promptly consult with the Department's medical advisor.

- 5.1.3 After the preceding steps are taken, the supervisor and nurse should return to the client's room and explain the nature of the medical problem. The client shall be fully informed of the doctor's advice. If the client wishes to speak with the physician, the Department will make the necessary arrangements for the physician to call the client. If it is advisable to monitor the client after his or her release, the Department's office will contact the client, as appropriate, to check on the client's progress.
- 5.1.4 A detailed written report shall be created the same day, by the attending nurse, describing the event, with copies to the client's file, Director of Nurses, Health Commissioner and City Attorney.



**POLICIES AND PROCEDURES MANUAL**

SUBJECT  Miscellaneous Services	DEPARTMENT  Health		DEPARTMENT IDENTIFICATION  1800	
	SECTION  1807	PAGES  1 - 4	EFFECTIVE DATE  1/1/82	REVISION DATE  1/1/98

1.0 PURPOSE:

To describe the standard policies that are followed by the Health Department in regard to a variety of Department services.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the Health Department to follow a uniform policy in regard to the miscellaneous services described under Section 5.2 below.

4.0 REFERENCES:

Wisconsin Administrative Code H2, 17, 18, 38, 45, 46, 47, 49, HSS 172, 177, 195, 196, 198, 111, 112, H55, I-49 and 100-199.  
 Chapters 98, 69, 141.4, and 143, Wisconsin Statutes.  
 Sections 2.17, 2.24, 6.03, Chapter VII & VIII, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Health Department shall be responsible for administering the services and programs listed below.

5.2 GENERAL POLICIES

5.2.1 Child Health Assessment. The Health Department provides for children nursing physical assessments, Denver Developmental testing, speech, vision and hearing screening and counseling. This health screening is intended to supplement regular medical care.

5.2.2 Communicable Disease Control. Communicable diseases occurring within the City of West Allis must be reported to the Health Department. The Department's nursing staff is available for consultation and assistance in identifying and controlling specific communicable diseases.

- 5.2.3 Community Environment Program. The Health Department is responsible for:
- 1.) The inspecting and licensure of public swimming pools.
  - 2.) Surveying the sanitary conditions of schools.
  - 3.) Investigating complaints regarding garbage and waste disposal, pet, nuisance, and excessive noise and vibration, and other human health hazards. The Department shall impose corrective actions to alleviate these problems, if necessary.
  - 4.) Providing information and assistance regarding the control of insects, rodents, birds and animals, including animals suspected of transmitting rabies.
- 5.2.4 Dental Health. A Preventive Oral Health Program is conducted by the Department in the elementary schools. Dental inspections are performed on children in selected grades of elementary school, with follow-up and referral as needed. The Dental Hygienist is available for consultation upon request. Classroom talks, films and other educational material are available upon request.
- 5.2.5 Emergency Nursing Service. A Department nurse is available to West Allis School personnel for telephone consultation regarding emergencies. The Health Department conducts a first aid class for school health volunteers and school personnel.
- 5.2.6 Emotional Health Counseling. Assessment, counseling and referral are offered by the Department to help people understand their emotions, and deal with problems related to them. This program is offered in cooperation with the Milwaukee County Mental Health Center.
- 5.2.7 Food Service Program. The Health Department is responsible for supervising the community's food and drink establishments. This function includes the inspection of restaurants, retail food stores, taverns, transient or mobile food vendors and miscellaneous food establishments. The Department monitors the community's milk supply, and all consumer complaints regarding food and beverages purchased within the City limits are investigated.
- 5.2.8 Health Education. Educational programs are provided by the Department on topics and Health Department services to interested community groups. Classroom talks, demonstrations and health information are provided by Department staff to schools, upon request. Health resource materials, information, pamphlets and posters are available from the Department.
- 5.2.9 Human Growth and Reproduction Programs. Human growth and reproduction programs provide children with an opportunity to acquire knowledge of their own physical and emotional development during adolescence. The program is planned and conducted by the Department in cooperation with school personnel and parents.

- 5.2.10 Hypertension (High Blood Pressure) Screening. Blood pressure measurement and referral are available to everyone.
- 5.2.11 Immunizations. Routine immunizations are available to children and adults to protect them against Diphtheria, Tetanus, Pertussis, Polio, Measles, Haemophilus b, Chicken Pox, Hepatitis B, Rubella and Mumps. Tuberculin tests are also available.
- 5.2.12 Lead Poisoning. Blood lead screening blood test and counseling is available to children 6 months to 6 years of age. Environmental assessment is available to residents.
- 5.2.13 Maternal and Child Health. Prenatal counseling and information are available to women during pregnancy. Visits by Department personnel are made to mothers of newborn babies to conduct modified child health assessments and to provide information about infant care, growth and development, and Health Department Services.
- 5.2.14 Over 50 Health Screening. The Health Department provides health screening services for persons age 50 and over. These services include nursing physical assessment, vision and hearing screening, blood pressure measurement, and blood analysis. Counseling and referrals are provided.
- 5.2.15 Pregnancy Testing and Counseling. Pregnancy testing, information, counseling and referrals to appropriate agencies for additional health care services are provided by the Department.
- 5.2.16 Residential Environment Program. The Health Department inspects hotels, motels, mobile home parks, and rooming houses, and investigates miscellaneous housing complaints.
- 5.2.17 Scoliosis (Curvature of the Spine) Screening. Children are screened by Department personnel by request for deviations of the spine or abnormal posture. Parents of those children with suspected deviations are counseled regarding the need for medical diagnosis and treatment.
- 5.2.18 Tobacco Control. Tobacco control initiatives, including smoking cessation programs, are regularly conducted in the community and schools.
- 5.2.19 Vision and Hearing Screening. Vision and hearing screening tests are conducted routinely in the schools by the Department.
- 5.2.20 Vital Statistics. The Health Department registers and files all birth and death certificates in West Allis. Certified copies of such records are available. A fee is charged for these services. The Department also compiles statistics for planning future City health programs.



5.2.21 Weights and Measures Program. The Department is responsible for inspection and testing for proper weight, linear measure, volume, and timing devices. Commercial weighing and measuring devices are inspected and tested by the Department for accuracy annually. Also, the Department inspects packaged products for weight and labeling requirements.