

Jefferson County Public Schools

Policy and Procedures Project

Procedures - Set #1

September 24, 2019

JCBE Policy	KSBA Policy	KSBA Procedure	KSBA Procedure Name
01.11 - General Powers and Duties of the Board	01.11	AP.2	Subpoena
01.111 - District Planning	01.111	AP.2	District Planning
01.412 - Duties and Responsibilities of the Secretary	01.412	AP.1	Duties & Responsibilities of the Secretary to the Board
01.413 - Duties and Responsibilities of the Treasurer	01.413	AP.1	Duties & Responsibilities of the Treasurer of the Board
01.7 - Job Description for Board Attorney	01.7	AP.1	Job Description for Board Attorney
02.12 - Duties of Superintendent	02.12	AP.1	Duties of the Superintendent - Procedures
02.423 - School Council Meetings (SBDM)	02.423	AP.1	School Council Records
02.42411 - Appeal of Decisions (SBDM)	02.42411	AP.2	Council Decision Appeal Form
02.432 - Waiver of Board Policies	02.432	AP.2	Request for Waiver of Board Policy
02.441 - Assessment of Student Progress	02.441	AP.1	Assessment of Student Progress
02.442 - Comprehensive School Improvement Plan	02.442	AP.21	Comprehensive School Improvement Plan Reports
08.5 - Program Evaluation	08.5	AP.1	Evaluation of Instructional Programs
09.21 - Health Requirements & Services	09.21	AP.2	Health Requirements and Services
09.211 - School Health Requirements	09.211	AP.2	Preventive Student Health Care Examination Forms
09.213 - Contagious Diseases	09.213	AP.12	Exposure to Bloodborne Pathogens
09.224 - Emergency Medical Treatment-NEW FOR 2019	09.224	AP.1	Emergency Medical Care Procedures

Jefferson County Public Schools
Summary - Policy and Procedures Project
 Procedures - Set #1
 September 24, 2019

JCBE Policy	KSBA Procedure Name	Summary
01.11 - General Powers and Duties of the Board	AP.2: Subpoena	This procedure creates a form to formalize the process for the use of the Board's existing subpoena power.
01.111 - District Planning	AP.2: District Planning	This procedure details the process for creating the Comprehensive District Improvement Plan. There is no change to current practice.
01.412 - Duties and Responsibilities of the Secretary	AP.1: Duties & Responsibilities of the Secretary to the Board	This procedure includes the responsibilities of the Secretary to the Board. The Superintendent serves as the Secretary. It also allows for the appointment of an Assistant Secretary. Note: Ms. Gilpin serves in this role. There is no change to current practice.
01.413 - Duties and Responsibilities of the Treasurer	AP.1: Duties & Responsibilities of the Treasurer of the Board	This procedure includes the responsibilities of the Treasurer to the Board. Note: our CFO, Ms. Hardin, serves as the Treasurer to the Board. There is no change to current practice.
01.7 - Job Description for Board Attorney	AP.1: Job Description for Board	This procedure references the Job Description for the Board Attorney. There is no change to current practice.
02.12 - Duties of Superintendent	AP.1: Duties of the Superintendent - Procedures	This procedure captures the processes around preparing reports for the Board. There is no change to current practice.
02.423 - School Council Meetings (SBDM)	AP.1: School Council Records	This procedure explains how to access SBDM Council records. There is no change to current practice.
02.42411 - Appeal of Decisions (SBDM)	AP.2: Council Decision Appeal Form	This procedure details how to appeal a decision made by an SBDM Council. The form that is created is new but the procedure is the same.
02.432 - Waiver of Board Policies	Request for Waiver of Board Policy	This procedure details how to request a waiver of a board Policy. The form that is created is new, but the procedure is the same.
02.441 - Assessment of Student Progress	AP.1: Assessment of Student Progress	This procedure captures guidelines around assessment of students. There is no change to current practice.

02.442 - Comprehensive School Improvement Plan	AP.21: Comprehensive School Improvement Plan Reports	This procedure captures the comprehensive school improvement planning process, required by Kentucky statute and administrative regulation. There is no change to current practice.
08.5 - Program Evaluation	AP.1: Evaluation of Instructional Programs	This procedure captures the program evaluation work. There is no change to current practice.
09.21 - Health Requirements & Services	AP.2: Health Requirements and Services	This procedure explains how physical assessments of students will be conducted. There is a change to current practice: vision and hearing screening are changing the years in which they are administered so that students have tests in alternating years at the youngest ages.
09.211 - School Health Requirements	AP.2: Preventive Student Health Care Examination Forms	This procedure directs staff to use the form required by the KAR. This is a slightly updated form.
09.213 - Contagious Diseases	AP.12: Exposure to Bloodborne Pathogens	This procedure captures where to find the guidelines concerning student exposure to bloodborne pathogens. There is no change to current practice.
09.224 - Emergency Medical Treatment-NEW FOR 2019	AP.1: Emergency Medical Care Procedures	This procedure captures emergency medical care procedures. There is no change to current practice, except with regard to epi pens and seizure action plan of medication.

Subpoena

SUBJECT: _____

The Jefferson County Board of Education commands you to appear before the Board at 3332 Newburg Road, Louisville, KY 40218 on _____ at _____ ☐ AM ☐ PM to
Month/Day/Year *Time*
 testify concerning the following matter:

Description of Matter

Signature of Board Chairperson

Signature of Board Secretary

Upon approval of the Board, the Board Secretary may issue subpoenas and the Superintendent may direct them to be served. Subpoenas may be served to any person eighteen (18) years of age or greater. When a student under the age of eighteen (18) is to be served a subpoena, then a parent of that student must be notified prior to serving the student the subpoena. A parent of the student must also be served.

Affidavit

Comes the affiant and after first being duly sworn states as follows:

That I am over 18 years of age, and this subpoena was served by delivery of a true copy to

_____ this _____
Name of Person Being Subpoenaed *Month/Day/Year*

Affiant's Signature

STATE OF KENTUCKY, COUNTY OF _____

Subscribed and sworn to before me by _____
Affiant's Name *Month/Day/Year*

My commission expires: _____
Month/Day/Year *Notary Public*

<p>NOTE: OAG 05-006 states that a Board cannot issue a subpoena in a classified employee personnel hearing.</p>

District Planning

PROCESS GUIDELINES

Consistent with requirements of 703 KAR 5:225 and ESSA, the development of the Comprehensive District Improvement Plan (CDIP) shall comprise of the following steps.

1. Identify data to be collected and analyzed to determine causes and contributing factors, which must include an annual review of disaggregated student assessment data and a standards-based process for measuring organizational effectiveness.
2. Review gap targets established by the Board. Schools who did not meet their gap target will revise their improvement plans and submit to the Superintendent for approval.
3. Conduct a needs assessment that includes, but is not limited to:
 - A description of the data reviewed and process used to develop the needs assessment;
 - A review of the previous plan and its implementation to inform development of the new plan; and
 - Perception data gathered from the administration of a valid and reliable measure of teaching and learning conditions.
4. Use the reporting structure and timelines required by Kentucky Administrative Regulation.
4. Develop goals, objectives, strategies, and activities to enhance student achievement based on the needs assessment and analysis, which shall include targets or measures of success, timelines, persons responsible, and a budget that addresses funding and other resources needed.
5. Schedule a review and update of the plan at least once a year.
6. Submit updated plan to Superintendent and Board, school staff, school councils, and the community for review and comment as directed by Policy 01.111.
7. Maintain copies of the plan permanently and other documentation to illustrate compliance with state and federal requirements. The CDIP and District report card will be made available to the public by:
 - Posting on the District's website
 - Mailing the District's report card to parents
 - Publishing the location where the public can access these documents in the newspaper of the largest circulation in the county

The format of the District plan shall be consistent with parameters set forth by the Kentucky Department of Education.

Duties and Responsibilities of the Secretary to the Board

Reports to Board of Education

QUALIFICATIONS

1. Holds certificate, license, or other credentials, as appropriate.
2. Has general knowledge of Kentucky school law and Kentucky Board of Education regulations.
3. Works well in stressful situations and ethically handles confidential material.

DUTIES AND RESPONSIBILITIES

The Secretary shall be custodian of all securities, documents, title papers, and other papers of the Board under such conditions as the Board may direct.

ADDITIONAL RESPONSIBILITIES

The Secretary shall:

4. Give and publish all legal and public notices as required by law.
5. Attend all meetings of the Board except when the Secretary's tenure, salary, or the administration of the office is under consideration.
6. Keep full and accurate minutes of all meetings of the Board and distribute a copy of such minutes to each member of the Board prior to the next regular meeting.
7. Assist in the preparation of agenda items and supporting documents to be considered at each Board meeting and distribute both to Board members prior to each meeting.
8. Communicate with legal advisors, consultants, and staff members as directed.
9. Perform other tasks assigned by the Board.

ASSISTANT SECRETARY TO THE BOARD

If the Superintendent is appointed as Secretary to the Board, the District may employ an Assistant Secretary to the Board to assist the Superintendent in fulfilling their duties and responsibilities as Secretary. A job description for the Assistant Secretary to the Board shall be approved by the Board and maintained by the Human Resources Division, and may be accessed on the Human Resources/Job Descriptions webpage.

RELATED POLICIES:

01.42

01.45

Duties and Responsibilities of the Treasurer of the Board

Reports to Board of Education

QUALIFICATIONS

1. Has bookkeeping/accounting work experience and/or education.
2. Has education and/or work experience in electronic data processing.
3. Has a working knowledge of the SEEK funding program.
4. Has a working knowledge of tax, social security, and retirement laws applicable to the District and its employees.

JOB RESPONSIBILITIES

The treasurer shall be responsible for all District funds under such conditions as the Board may direct.

ADDITIONAL RESPONSIBILITIES

5. Attends all meetings of the Board when financial matters are to be discussed.
6. Acts as custodian of all monies belonging to the District and provides accounting services essential to the preparation, administration, supervision, and control of the budget.
7. Receives, records, and reconciles all monies belonging to the District and distributes them to the appropriate accounts.
8. Deposits funds in a timely manner in the properly designated depository.
9. Gives a bond in such sum as shall be required, the premium on such bond to be paid by the Board.
10. Pays out District monies on written order of designated officials of the Board.
11. Gives detailed accounts of monies received and disbursed at least once a month at the regular meeting of the Board.
12. Renders a full annual report at the end of each fiscal year and provides information to auditors as requested.
13. Is responsible for the payroll of all District employees.
14. Keeps a full and complete account of all funds and makes such reports concerning them as required by the Board or by the State Board or other government agencies.
15. When necessary, serves as Treasurer of the District Financial Corporation.
16. Performs other tasks assigned by the Board.

Job Description for Board Attorney

REPORTS TO BOARD OF EDUCATION

Reports administratively to the Superintendent and functionally to the Board of Education.

A job description for the General Counsel is maintained by the Human Resources Division and may be accessed on the HR/Job Descriptions webpage.

Duties of the Superintendent - Procedures

PROCEDURES FOR THE PREPARATION OF ADMINISTRATIVE REPORTS ADMINISTRATIVE REPORTS

1. Administrative reports prepared by District staff submitted for approval by the Superintendent shall be:
 - a. Directly responsive to the request for information and/or analysis;
 - b. Accurate, bias-free, clear, concise, and provide citations for data sources and quotations;
 - c. Formatted for ease of understanding;
 - d. Reviewed and edited prior to submission to reduce or eliminate errors; and
 - e. Submitted in a timely manner.
2. When preparing an administrative report, District staff shall:
 - f. Ensure they have a clear understanding of the purpose of the report and the scope of the request;
 - g. Confer with other staff, as appropriate, particularly in instances when the areas of responsibility of other Divisions are closely related to the topic of the report; and
 - h. If appropriate, confer with stakeholder groups, both within and external to the District.
3. If an administrative report includes a recommendation for an action by the District or the Board, or a recommendation for a change in policy, procedure, or practice, the preparer shall conduct an analysis using the District's Racial Equity Analysis Protocol, as required under Board policy 09.131.

REVIEW AND APPROVAL OF ADMINISTRATIVE REPORTS

An administrative report to be submitted for approval by the Superintendent shall be reviewed and approved as follows:

1. By the preparer's immediate supervisor or Department Director
2. By the Division Chief

The Chief of Staff's Office may review administrative reports and confer with Chiefs or division heads regarding the content, format and presentation of reports.

Guidance Regarding Preparation of Presentations to the Board

Among the administrative reports District staff prepare are presentations to the Board. This section provides general guidance regarding such presentations.

Board members rely upon clear presentation of facts, analysis, and conclusions from the District's educators and experts to make decisions. A well-crafted Board presentation is developed with the overarching goal of increasing the effectiveness of the Board in fulfilling its roles and responsibilities concerning governance, oversight, and leadership. It addresses topics that reflect the strategic priorities and goals established by the Board's Vision.

Duties of the Superintendent - Procedures

PROCEDURES FOR THE PREPARATION OF ADMINISTRATIVE REPORTS

GUIDANCE REGARDING PREPARATION OF PRESENTATIONS TO THE BOARD (CONTINUED)

Presentations should be brief, focus on the highlights and any call to action, and avoid dense or text-heavy visuals. In short, presentations should be visual reminders of key points to guide the interaction, allowing appropriate time for discussion. In general, a presentation for an Information Item or an Action Item should be no longer than ten (10) minutes, with twenty (20) additional minutes for discussion and Board questions. A presentation at a Work Session should be no longer than twenty (20) minutes, with forty (40) additional minutes for discussion and Board questions. The Superintendent may direct that reports diverge from these parameters when necessary.

A presentation should have a clearly expressed purpose and describe how it relates to Board roles and responsibilities. The information, data, and analysis provided should be directly relevant to the purpose of the presentation, and should be presented in a format that is clear and accessible.

At its conclusion, Board members should be able to easily identify the key salient points of the presentation, and have a clear sense of how they can use the information provided to address the issues being discussed (e.g. to inform a future decisions, hold the District accountable, provide strategic direction to District leadership).

School Council Records

To request access to School Council records, use Procedure 01.6 AP.2/Request to Examine and/or Copy District Records.

Council Decision Appeal Form

Any District resident or a parent, student, or employee of the school may appeal Council decisions. An appeal must be filed within ten (10) working days following a Council decision.

NAME _____ (Check one)
☐ Resident ☐ Parent ☐ Student ☐ Employee

ADDRESS: _____
Street City State ZIP

DAYTIME PHONE: _____ CELL PHONE: _____

To which School Council do you wish to address this appeal? _____

Briefly describe the Council decision you wish to appeal: _____

Date you became aware of the Council decision: _____

Date you are filing this appeal: _____

Describe how this decision affects you or state why you are appealing this decision. _____

What is the result you wish from this appeal? _____

LEVEL ONE: SCHOOL COUNCIL

The School Council shall first review the appeal and shall respond to the appealing party within ten (10) working days after receiving the appeal.

Date Appeal received: _____

Date(s) Council met to review appeal: _____

Council's Response (*Attach additional sheets as needed.*)

School Council Chair's Signature

Date

Council Decision Appeal Form

LEVEL TWO: SUPERINTENDENT

If not satisfied with the School Council's response, the appealing party may then appeal in writing to the Superintendent who must respond to the appealing party within ten (10) working days after receiving the appeal.

Date Appeal received: _____

Superintendent's Response (*Attach additional sheets as needed.*)

Superintendent's Signature

Date

LEVEL THREE: APPEALS BOARD

If not satisfied with the Superintendent's response, the appealing party may then appeal to the Appeals Board in writing and within twenty (20) working days after receiving the Superintendent's response. The Appeals Board shall afford the affected parties an opportunity to be heard within thirty (30) working days of the appeal to the Appeals Board and shall issue a final written decision on the appeal no later than sixty (60) working days from the date of presentation to the Appeals Board.

Date Appeal received: _____

Date of presentation to Appeals Board: _____

Date of final written decision: _____

Appeals Board's Response/Rationale (*Attach additional sheets as needed.*)

Appeals Board Chair's Signature

Date

Request for Waiver of Board Policy

If an SBDM Council/Advisory Council would like to request a waiver of a Board Policy, the following form should be submitted.

School Council _____ *Date* _____

Name of Policy to Be Waived _____ *Policy Number* _____

Proposal:

Rationale:

School-based Decision Making (SBDM) Council or Advisory Council Approval

Please attach the minutes for the SBDM/Advisory Council meeting at which a request for this waiver was approved

Principal's Signature _____ *Date* _____

(AREA BELOW THIS LINE IS TO BE COMPLETED BY THE SUPERINTENDENT)

Board Decision:

Rationale: _____

Superintendent's Signature _____ *Date* _____

Board Chairperson's Signature _____ *Date* _____

Assessment of Student Progress

TESTING PROGRAMS

Testing programs shall be administered in order to support and improve the program of instruction and in accordance with state regulations. Testing programs shall include, but not be limited to, achievement tests, diagnostic tests, and those tests required by state or federal regulation.

PROCEDURE GUIDELINES

Consistent with the requirements of this policy, the following procedures will be implemented:

1. The District will use test data to analyze group, school, program and system student trends and to determine progress and/or need.
2. The District will disseminate District and State achievement tests results in a timely manner.
 - State assessment reports for individual students shall be provided to parents of students in grades three through eight (3-8) and high school students in accordance with statutory requirements.
 - Teachers and parents/guardians of each primary student (K-2) shall be informed of results from reading and mathematics diagnostic assessments. Reports will be sent to parents within the guidelines set by the policy. Schools will either receive a copy of the report or have access to the reports on the test vendor site.
3. By January 1 of each year, the school council, or Principal with staff and parents, shall meet to review student assessment data provided by the Kentucky Department of Education and revise their school plan as needed. The plan will be submitted to the Superintendent and Board for review.
4. By October 1, each school Principal shall complete the school profile report and submit to the Kentucky Department of Education.
5. The District will present reports to the Board regarding school's progress on an annual basis. The information reported to the Board shall be made available to parents and community.

Comprehensive School Improvement Plan Reports

The council, or Principal in a school without a council, shall organize the school improvement planning process in accordance with Board policy and the following procedures. Selection of committee members shall reflect reasonable minority representation and encourage active minority participation and include input from parents, faculty and staff

PROCESS GUIDELINES

Consistent with requirements of 703 KAR 5:225 and the Every Student Succeeds Act of 2015 (ESSA), the council/committee shall:

1. Analyze performance data for the school's students, including an annual review of disaggregated assessment data.
2. Review gap targets established by the Board. (Schools who do not meet their gap target will revise their improvement plans and submit to the Superintendent for approval).
3. Conduct a comprehensive needs assessment for the school.
4. Document progress notes to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the council/committee.
5. Convene a public meeting at the school to present and discuss the Comprehensive School Improvement Plan (CSIP) prior to submitting.
6. Submit the updated plan to Superintendent and Board for review and comment.
7. Use the reporting structure and timelines required by the Kentucky Department of Education.
8. Maintain copies of the plan permanently and other documentation to illustrate compliance with state and federal requirements. The CSIP and school report card will be made available to the public by:
 - Posting on the District's website
 - Mailing the school's report card to parents
 - Publishing the location where the public can access these documents in the newspaper of the largest circulation in the county.

The District shall maintain a set of assurances, approved by and on file with the Board, with a signed declaration by the Superintendent that all schools in the District are in compliance with the requirements of the statutes and administrative regulations included in those assurances.

Evaluation of Instructional Programs

Annually, District staff will develop a program evaluation work plan that identifies the District initiatives that will be evaluated for the upcoming school year. The District initiatives may include: (1) new Board-approved programs designated as addressing high priority areas; and (2) existing high priority academic or behavioral programs where progress towards goals has not been demonstrated.

The evaluation design will consider implementation and outcome metrics based on the established program goals. Implementation metrics may include data from professional development, classroom observations and survey data. Outcome metrics may include progress on academic indicators (i.e. District benchmark assessments) and/or non-academic indicators (i.e. behavior data or survey results). Where feasible, information on cost effectiveness analysis will be included in reports. The reports will include recommendations for continuous improvement.

Findings from evaluations will be made available to the Board on an annual basis.

Health Requirements and Services

Student health and safety shall be accomplished in accordance with state statutes and regulations and JCPS policies and procedures.

SCREENING TESTS

Physical assessments of students shall be conducted as follows:

GROWTH & DEVELOPMENT	PROVIDED BY
Preschool	Health Provider
First year primary	School Nurse
Grade 6	School Staff
	Volunteers
	Other
VISION	PROVIDED BY
Preschool	Local optometrist
Second year primary	School Nurse
Fourth year primary	School Staff
Grade 5	Volunteers
	Other
HEARING	PROVIDED BY
Preschool	Speech Therapist
First year primary	School Nurse
Third year primary	School Staff
Fifth year primary	Volunteers
	Speech/Hearing Teacher
	Other

Health Requirements and Services

ABNORMALITIES REPORTED

Any abnormalities found that need further medical evaluation shall be reported to the parents and recorded on the school health record. Referrals of students affected by health barriers shall be made, as appropriate, to family resource/youth service centers and/or support agencies for assistance.

HEALTH SERVICES REFERENCE GUIDE

District personnel shall utilize guidelines and forms provided in the Health Services Reference Guide published by the Kentucky Department of Education to address the following:

1. Pupil's cumulative health record
2. General growth and development
3. Vision screening
4. Hearing screening
5. Physical education medical information
6. Preventive health care examinations form(s) as provided by the Kentucky Department of Education

HEALTH RECORDS

Cumulative health records shall be initiated and maintained in the Principal's office or maintained electronically in the student information system.

RELATED POLICIES:

03.14, 03.24
09.21, 09.211, 09.22, 09.224, 09.2241

RELATED PROCEDURES:

09.224 and 09.2241 procedures

Preventive Student Health Care Examination Forms

Preventive student health care examinations for students must be completed using the form required by Kentucky Administrative Regulation ("Preventive Student Health Care Examination Form") or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form.

Exposure to Bloodborne Pathogens

The bodily fluid cleanup guidelines that are included in the Bloodborne Exposure Control Plan required by Policies 03.14/03.24 and related procedures will be followed in incidents involving students.

Emergency Medical Care Procedures

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

EMERGENCY INFORMATION

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number of "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
 - a) Inform parent or authorized contact that the child is not able to remain at school.
 - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
 - c) Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

Emergency Medical Care Procedures

SUPPLIES/PERSONNEL

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. Each school shall maintain epinephrine in a minimum of two (2) locations in the school, including but not limited to the school office and the school cafeteria for administration to students who may have a life-threatening allergic reaction but have no written individual health plan in place.
3. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
4. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, including seizure action plans, shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
5. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

DOCUMENTATION

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

RELATED POLICIES:

09.224; 09.2241

RELATED PROCEDURES:

09.224 AP.21; 09.2241 AP.22; 09.2241 AP.23