EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. AGENCIES CANNOT REQUIRE A PARTICULAR REQUEST FORM ALTHOUGH THEY MUST ACCEPT THE RECORDS REQUEST FORM CREATED FOR USE BY THE OFFICE OF THE ATTORNEY GENERAL VIA REGULATIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# POWERS AND DUTIES OF THE BOARD OF EDUCATION AB01.6 AP.2

Inspection of Board Records

Inspection of Records

Residents\* of the Commonwealth desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the Central Office.

The principal office of the District is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The official custodian/designee to whom requests for access to records should be submitted is at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and email address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Fees for hard copies shall be 10 cents a page. Fees for other media (if applicable) shall be based on actual cost to the District.

The requesting party shall submit a written application that shall:

* be signed;
* include the applicant’s name printed legibly;
* include mailing address (and email address if applicable); and
* include a statement of the manner in which the applicant is a resident of the Commonwealth of Kentucky.\*

The applicant shall hand deliver, mail, send via facsimile, or send via email the written application to the custodian/designee at the above address describing the records the applicant wishes to access. Written requests comporting with the above or the written form set forth in regulation by the Kentucky Attorney General may be utilized by the requesting party.

Unless a longer period applies under state law or Executive Order, a response by or on behalf of the District is due within five (5) days (not including weekends or holidays) of receipt of the request. If records are in active use or storage or otherwise unavailable, the District response will explain in detail the cause for a delay beyond five (5) days and state the earliest date on which the records will be available. Requests may be denied if the records are exempt from disclosure under KRS 61.878 or if the request imposes an unreasonable burden or is intended to disrupt essential functions of the District as provided in KRS 61.872.

A resident of the Commonwealth may inspect public records during regular office hours. If s/he resides outside the county and precisely describes the responsive records, s/he may receive responsive, nonexempt records by mail upon the District’s receipt of copying fees and costs of mailing.

# POWERS AND DUTIES OF THE BOARD OF EDUCATION AB01.6 AP.2

# (Continued)

Inspection of Board Records

Inspection of Records (continued)

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

\*Resident is defined under KRS 61 870(10) as: an individual residing in the Commonwealth; a domestic business entity with a location in the Commonwealth; a foreign business entity registered with the Kentucky Secretary of State; an individual that is employed and works at a location or locations within the Commonwealth; an individual or business entity that owns real property within the Commonwealth; any individual or business entity that has been authorized to act on behalf of an individual or business entity described above; or a news-gathering organization as defined in KRS 189.635(8)(b)1.a. to e.

EXPLANATION: REPEAL OF 702 KAR 6:045 ALLEVIATES SOME OF THE ADMINISTRATIVE BURDEN ON SCHOOL DISTRICTS WHILE PRESERVING THE SAFETY OF SCHOOL NUTRITION PROGRAMS AS, UNDER CURRENT LAW, THE FOOD SERVICE STAFF FOR SCHOOL DISTRICTS PARTICIPATING IN FEDERAL CHILD NUTRITION PROGRAMS ARE SUBJECT TO LOCAL, STATE, AND FEDERAL TRAINING REQUIREMENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

EXPLANATION: REVISIONS TO 702 KAR 5:080 REQUIRE ALL SCHOOL BUS DRIVERS, STUDENT TRANSPORTATION TECHNICIANS, AND EMPLOYEES THAT TRANSPORT STUDENTS TO RECEIVE BASIC FIRST AID AND CPR TRAINING.

FINANCIAL IMPLICATIONS: COST OF ADDITIONAL TRAINING

PERSONNEL $03.19 AP.23

**District Training Requirements**

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| District planning committee members. |  | 01.111 |  |  | ✓ |  |
| Board member training hours. | KRS 160.180; 702 KAR 1:115; 701 KAR 8:020 | 01.83 |  |  | ✓ |  |
| Superintendent training program to be completed within two (2) years of taking office. | KRS 160.350 | 02.12 |  |  | ✓ |  |
| Certified Evaluation Training. | KRS 156.557; 704 KAR 3:370 | 02.14/03.18 | ✓ |  | ✓ |  |
| Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management. |  | 02.3 |  |  | ✓ |  |
| All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs. | KRS 158.4414 | 02.31 |  |  | ✓ |  |
| Council member training required for Principal selection. | KRS 160.345 | 02.4244 |  |  | ✓ |  |
| Council member training hours. | KRS 160.345 | 02.431 |  |  | ✓ |  |
| Initial/follow-up training for coaches of interscholastic athletic activities or sports. | KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065 | 03.1161  03.2141  09.311 |  |  | ✓ |  |
| Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees. | 40 C.F.R. Part 763  401 KAR 58:010  803 KAR 2:308  OSHA  29 C.F.R. 1910.132  29 C.F.R. 1910.147  29 C.F.R. 1910.1200 | 03.14/03.24 |  |  | ✓ |  |
| Bloodborne pathogens. | OSHA  29 C.F.R. 1910.1030 | 03.14/03.24 |  | ✓ |  |  |
| Behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 03.162/03.262 |  | ✓ |  |  |

PERSONNEL $03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| Teacher professional development/learning. | KRS 156.095 | 03.19 | ✓ |  |  |  |
| Active Shooter Situations. | KRS 156.095 | 03.19/03.29 |  |  | ✓ |  |
| Instructional leader training. | KRS 156.101 | 03.1912 |  |  | ✓ |  |
| The Superintendent shall develop and implement a program for continuing training for selected classified personnel. |  | 03.29 |  |  | ✓ |  |
| Training of the instructional teachers’ aide with the certified employee to whom s/he is assigned. | KRS 161.044 | 03.5 |  |  | ✓ |  |
| Orientation materials for volunteers. | KRS 161.048 | 03.6 |  |  | ✓ |  |
| Integrated Pest Management (7a) Certification. | 302 KAR 29:060 | 05.11 |  |  | ✓ |  |
| Training for designated personnel on use and management of equipment. |  | 05.4 |  |  | ✓ |  |
| If District owns automated external defibrillator (AEDs), training on use of such. | KRS 311.667 | 05.4 |  |  | ✓ |  |
| School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)  School Principal training on procedures for completion of the required school security risk assessment. | KRS 158.4412 | 05.4 |  |  | ✓ |  |
| Fire drill procedure system. | KRS 158.162 | 05.41 |  | ✓ |  |  |
| Lockdown drill procedure system. | KRS 158.162  KRS 158.164 | 05.411 |  | ✓ |  |  |
| Severe Weather/Tornado drill procedure system. | KRS 158.162  KRS 158.163 | 05.42 |  | ✓ |  |  |
| Earthquake drill procedure system. | KRS 158.163 | 05.47 |  | ✓ |  |  |
| First Aid and Cardiopulmonary Resuscitation (CPR) Training. | 702 KAR 5:080 | 06.221 |  |  | ✓ |  |
| Annual in-service school bus driver training. | 702 KAR 5:030 | 06.23 |  |  | ✓ |  |
| Designated training for School Nutrition Program Directors and food service personnel. | KRS 158.852  7 C.F.R. §210.31 | 07.1  07.16 |  |  | ✓ |  |
| Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students. | 704 KAR 3:285 | 08.132 | ✓ |  | ✓ |  |

PERSONNEL $03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school. | KRS 156.095 | 08.141 | ✓ |  | ✓ |  |
| Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response. | 47 U.S.C. 254/Children’s Internet Protection Act; 47 C.F.R. 54.520 | 08.2323 |  |  | ✓ |  |
| Confidentiality of student record information. | 34 C.F.R. 300.623 | 09.14 |  | ✓ |  |  |
| Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).] | KRS 156.095; KRS 158.070 | 09.22 |  |  | ✓ |  |
| At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019. | KRS 158.070 | 09.22 |  |  | ✓ |  |
| Training for school personnel authorized to give medication. | KRS 158.838  KRS 156.502  702 KAR 1:160 | 09.22  09.224  09.2241 |  |  | ✓ |  |
| Training on employee reports of criminal activity. | KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030 | 09.2211 |  | ✓ |  |  |
| Personnel training on restraint and seclusion and positive behavioral supports. | 704 KAR 7:160 | 09.2212 |  | ✓ | ✓ |  |
| Personnel training child abuse and neglect prevention, recognition, and reporting. | KRS 156.095 | 09.227 | ✓ |  | ✓ |  |

PERSONNEL $03.19 AP.23

(Continued)

**District Training Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic** | **Legal Citation** | **Related Policy** | **Employees or Others as designated** | | | **Date Completed** |
| **Certified** | **All** | **Designated** |  |
| Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination. | 34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance | 09.42811 |  |  | ✓ |  |
| Training to build capacity of staff and administrators to deliver high-quality services and programming in the District’s Alternative Education Program. | 704 KAR 19:002 | 09.4341 |  |  | ✓ |  |
| Student discipline code. | KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080 | 09.438 |  | ✓ |  |  |
| Intervention and response training on responding to instances of incivility. |  | 10.21 |  | ✓ |  |  |
| Training for Supervisors of Student Teachers. | 16 KAR 5:040 |  |  |  | ✓ |  |
| Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses. | KRS 158.818 |  |  |  | ✓ |  |
| Committee for Mathematics Achievement – training for teachers based on available funds. | KRS 158.832 |  | ✓ |  |  |  |
| KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking. | KRS 158.6453 (SB 1) |  | ✓ |  |  |  |
| Grants regarding training for state-funded community education directors. | KRS 160.156 |  |  |  | ✓ |  |
| Local Board to develop and implement orientation program for adjunct instructors. | KRS 161.046 |  |  |  | ✓ |  |
| KDE shall provide technical assistance and training for Response to Intervention upon District request. | KRS 158.305 |  |  |  | ✓ |  |

**This is not an exhaustive list – Consult OSHA/ADA and Board Policies for other training requirements.**

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky *Records Retention/Public School District Schedule.*

EXPLANATION: HB 378 (2019) REVISED KRS 156.160 TO REQUIRE DISTRICTS TO AWARD CREDIT, INCLUDING PARTIAL CREDIT, FOR ALL COURSEWORK SATISFACTORILY COMPLETED BY A HOMELESS STUDENT WHILE ENROLLED AT ANOTHER SCHOOL, ALLOW HOMELESS STUDENTS TO THE EXTENT PRACTICABLE TO COMPLETE THE COURSE AT NO COST TO THE STUDENT; AWARD A DIPLOMA AT THE HOMELESS STUDENT’S REQUEST BY A DISTRICT FROM WHICH THE STUDENT TRANSFERRED, AND EXEMPT THE HOMELESS STUDENT FROM ALL COURSEWORK AND OTHER REQUIREMENTS IMPOSED BY A LOCAL BOARD THAT ARE IN ADDITION TO THE MINIMUM STATE REQUIREMENTS FOR HIGH SCHOOL GRADUATION. ADDITIONALLY, AMENDMENTS TO 704 KAR 7:090 REQUIRE THE DISTRICT TO SUPPORT HOMELESS CHILDREN AND YOUTH AND HAVE WRITTEN PROCEDURES FOR SUCH.

FINANCIAL IMPLICATIONS: COST OF HOMELESS STUDENT’S COURSEWORK

# STUDENTS $09.12 AP.25

Homeless Children and Unaccompanied Youth

The District shall support homeless children and unaccompanied youth by:

1. awarding and accepting of credit, including partial credit, for all coursework satisfactorily completed by a student while enrolled at another school;
2. allowing a student who was previously enrolled in a course required for graduation the opportunity, to the extent practicable, to complete the course, at no cost to the student, before the beginning of the next school year;
3. awarding a diploma, at the student's request, by a district from which the student transferred, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate from the district to which the student transfers, but meets the graduation requirements of the district from which the student transferred; and
4. exempting the student from all coursework and other requirements imposed by the Board that are in addition to the minimum requirements for high school graduation established by the Kentucky Board of Education in the district to which the student transfers, if the student transfers schools at any time after the completion of the student's second year of high school and the student is ineligible to graduate both from the district to which the student transfers and the district from which the student transferred.

Awarding Credit for Coursework Satisfactorily Completed

Consistent with KRS 156.160, and to the extent feasible, homeless children and unaccompanied youth shall be awarded credit, including partial credit, for all coursework satisfactorily completed.

To ensure credit, including partial credit, is awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth, the District shall adopt written procedures addressing:

1. the tool or methodology the District shall use to calculate credit, including partial credit, to be awarded for all coursework satisfactorily completed by homeless children and unaccompanied youth;
2. the consolidation of partial credit, where appropriate, to provide opportunities for credit accrual that eliminate academic and nonacademic barriers for homeless children and unaccompanied youth;

# STUDENTS $09.12 AP.25

# (Continued)

Homeless Children and Unaccompanied Youth

Awarding Credit for Coursework Satisfactorily Completed (continued)

1. how the District shall provide students experiencing homelessness access to extracurricular and summer programs, credit transfer and electronic course services, and after-school tutoring and other extended school services available in the District to the fullest extent practicable and at nominal or no costs;
2. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
3. identifying systems that are in place to ease the transition of students experiencing homelessness, particularly during the first two (2) weeks at a new school;
4. requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and
5. granting priority placement in classes offered by the District that meet state minimum graduation requirements for students who change schools at least once during a school year as a result of homelessness.
6. how and in what circumstances the District shall allow a student experiencing homelessness who was previously enrolled in a course required for high school graduation to complete that course at no cost before the beginning of the next school year as required by KRS 156.160; and
7. the required review of credit accrual and the personal graduation plan for each homeless student and unaccompanied youth that is not on track to receive a high school diploma before the fifth year of high school enrollment.

References:

KRS 156.160

704 KAR 7:090

42 U.S.C. § 1143

Related Policy:

08.113

EXPLANATION: SB 127 AMENDS KRS 158.836 TO CHANGE THE DEFINITION OF EPIPENS OR OTHER EPINEPHRINE AUTO-INJECTORS TO INJECTABLE EPINEPHRINE DEVICES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# STUDENTS CP09.2241 AP.1

Medication Administration Procedures

Introduction

The goal for the use of medication in school is to assist all students to participate at their fullest independent capacity. Policies and procedures developed to implement the handling, monitoring and assisting with medication will comply with each school’s effort to ensure a safe, secure and orderly school environment and with Boone County Board of Education policies. Some families have chosen natural and homeopathic remedies, including herbal and dietary supplements, over traditional FDA-approved medications. The use of these prescribed remedies must follow all school policies and procedures for use at school.

Procedures

1. Parents/guardians and health care providers shall complete a ‘Medication Administration Consent Form’ which includes ‘Prescription Form for Self-Medication of Prescribed Medication’ before any person administered prescribed medication to a student or before a student self-medicates. Notes and phone calls will not be accepted. Consent Forms are to be kept in the binder with the Medication Assistance Records (MAR) or scanned into Infinite Campus. The first dose of any new medication should be given at home and not at school.
2. Any change in prescribed medication, dosage, route or frequency requires a new authorization/consent form signed by the doctor and parent and a new prescription bottle/label from the pharmacy indicating the change. The health care provider may fax the requested medication change on letterhead or a prescription pad to the school office and this written change may be attached to the original medication administration consent form until a new authorization/consent form is completed by the doctor/parent. We are unable to accept verbal dosage changes for prescription medicines and prescribed dietary supplements from parents/guardians.
3. Medicines will be stored in a locked cabinet or drawer. Students will not have access to this area. Emergency medicines and medications approved for students to carry may be exempted from this requirement based on the individual student’s needs as assessed by a school nurse. School staff will accept no more than a one week supply of prescribed medicine unless otherwise approved by the Principal or designee. In accordance with board policy #09.2241 a student may be permitted to carry a medication for individual use only if ordered, in writing, to do so by his or her health care provider. Medication requiring refrigeration shall be kept in a locked container that can be stored with food in a supervised area or a separate refrigerator.

# STUDENTS CP09.2241 AP.1

# (Continued)

Medication Administration Procedures

Procedures (continued)

1. Aspirin, narcotic pain relievers, (i.e. Percocet, Vicodin, Codeine, Demerol, Morphine, etc.) and benzodiazepine tranquilizers (i.e. Valium, DiaStat, Xanax, Ativan, etc.) will not be routinely accepted by school personnel. Parents/guardians requesting that these medicines be given to their child at school must be referred to the nursing staff for individual evaluation of the student’s health condition. Additional documentation from the child’s health care provider may be requested. Because of health safety concerns due to the correlation between aspirin administration and Reyes’ Syndrome in children and teenagers recovering from chickenpox or flu-like symptoms, if an aspirin-containing medication such as Excedrin, Pepto-Bismol, Alka-Seltzer, Kaopectate, Pamprin, etc. (or their generic forms) is requested to be administered at school, a doctor’s order/signature is required in addition to the parent’s signature on the Medication Administration Consent form. Additionally, the student’s temperature is to be taken and documented prior to administering. Do not administer the medication and notify the parent/guardian if the student has a temp greater than 99 degrees or has any of the health conditions noted above.
2. Parents are to make every effort to give doses of prescribed medication at home if ordered to be given once, twice or three times a day. If a mid-day dose is required this is to be noted on the ‘Medication Administration Consent Form’ that is completed and signed by the parent/guardian and physician. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival. Prescribed oral medications in pill/tablet/capsule form shall be counted and the number recorded on the Medication Administration Record.
3. Field trip medication administration: Prescribed medications (prescriptions, herbal, and dietary supplements alike) ordered by a Physician and non-prescription over-the-counter medications which are essential for the student to take during and/or after school hours while attending a school-sponsored event/field trip shall be given according to the instructions noted on the Medication Administration Consent form. Medicines administered on field trips are to be documented immediately on the student’s MAR by the person administering the medication, then documented into Infinite Campus. School personnel accompanying students on field trips who require routine or emergency medication shall be trained in the administration of those medications in the event that the student is unable to self-administer their medications.
4. Prescription medication must have a pharmacy label affixed that includes the child’s name, date dispensed, name of the medication, dosage, strength, expiration date, and directions for use including frequency, route of administration, time interval of the dose, prescriber’s name, and pharmacy name, address and phone number.
5. Prescribed herbal/dietary supplements and non-prescription over the counter medication must be in the original container and marked with the student’s name. In addition to the completed ‘Consent’ form, the prescribing physician for an herbal/dietary supplement is requested to prepare a letter which includes the follow:
6. confirmation that the herbal/dietary supplement is safe for the child to take;

# STUDENTS CP09.2241 AP.1

# (Continued)

Medication Administration Procedures

Procedures (continued)

1. documentation that the herbal/dietary supplement must be administered during the school day; and
2. instructions on how and when the herbal/dietary supplement must be administered at school.
3. A student’s medicine (with the exception of topical preparations for emergency First Aid use) must be provided by the parent/guardian. No stock medications such as Tylenol, Mylanta, cough drops etc. will be kept at school for the purpose of administering to students.
4. If a child refuses to take medication or is uncooperative during medication administration, documentation shall be made, the parent/guardian and school nurse (if appropriate) will be contacted and the medication administration may be omitted. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.
5. School personnel authorized to give medications must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160. Guidelines for diabetes medication administration under 702 KAR 1:160 no longer apply to training of non-licensed school personnel. These trainings are only good for the current school year and must be completed annually. Medication administration to students cannot be delegated to parent or community volunteers (exception: a parent administering medicine to his or her own child).
6. Non-prescription (over the counter) medications may be accepted on an individual basis as provided by the parent/guardian when a completed ‘Medication Administration Consent Form’ form is submitted. The medication should be in the original container, dated upon receipt, and given no more than 3 consecutive days without an order from the physician/health care provider. Medications shall not be administered beyond its expiration date.
7. Medication is not to be released to students to take home on the bus. The parent/guardian will be notified of any unused medication remaining at school and is responsible for retrieving this. Medication not picked up by the end of the school year may be discarded by mixing with glue (for pills) and kitty litter (for liquids) and placed in a trash receptacle or destroyed in accordance with current health care standards. Prescription medication not retrieved is to be counted, with a witness present, and discarded as above. Document this on the student’s MAR, including the witness’ signatures.
8. 911 and the student’s parent/guardian are to be called after the administration of any emergency medications (injectable epinephrine device or Auvi-Q, Glucagone, DiaStat, Versed and Clonazapam for prolonged seizures). The student may be taken home, at the parent/guardian’s discretion, if they communicate this to EMS and arrive at school to accept responsibility for the student prior to EMS decision to transport to the hospital.

# STUDENTS CP09.2241 AP.1

# (Continued)

Medication Administration Procedures

Procedures (continued)

1. Except for medications approved for self-administration, the administration of any medication to a student must be supervised by an authorized individual and documented on the medication log. Documentation of all medicines is to be in the following format:
2. Medication administration at or during school hours is to be immediately documented in Infinite Campus or on the Boone County Medication Assistance Record (MAR) in blue ink only: *no pencil*. No white-out or other means of covering data entered is to be used; draw a single line through the error, note “Void” and initial.
3. Each entry must be complete with the student’s first and last name, grade, sex, classroom teacher when medication is due, health care provider and emergency contact information and the name of the medication with the dosage and time it is to be given. The dosage must be specified (i.e. 5 mg. not 1 pill).
4. Each record is an annual (whole school year) log with separate pages for daily and ‘as needed’ (PRN) medicines and scan to electronic filing – Infinite Campus.
5. . The original medication administration log is to be placed in the student’s file as a permanent part of the student’s file.
6. *Daily medications* are to be given within 30 minutes before or after the stated dose time. Document immediately that the dose has been given with the time the medication was administered and the initials of the person administering the medication; initial and sign the MAR in the bottom left corner.
7. *PRN medications* are given ‘as needed’. Examples include rescue inhalers for students with asthma, Tylenol, injectable epinephrine devices, Glucagon, and DiaStat. After administering, document immediately the time given and initial.

# STUDENTS CP09.2241 AP.1

# (Continued)

Medication Administration Procedures

Procedures (continued)

1. Medication errors: If an error in the administration of medication is recognized, initiate the following steps:
   1. Keep the student in the First Aid Room. If the student has already returned to class when the error is recognized, have the student accompanied to the First Aid Room.
   2. Complete a ‘Medication Administration Incident Report’ form.
2. Assess and document the student’s status
3. Identify the incorrect dose/type of medication taken by the student.
4. Immediately notify the school administrator and school nurse of the error, who will notify the parent/guardian.
5. Notify the student’s physician/health care provider as appropriate.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions.
7. Record in detail all circumstances and actions taken, including instructions from the Poison control Center or physician/health care provider, along with the student’s status in Infinite Campus.
8. To safely accommodate physician-ordered titrating doses that are different than the dose written on the prescription bottle, the following conditions would need to be met prior to making that accommodation:

* A Medication Consent Form would be completed and signed by both parent and healthcare provider for each specific dose adjustment.  (For example, if the dose request was for one pill at noon for one week, increasing to two pills at noon for the following week to reach the desired dose of 3 pills at noon daily thereafter. we would need a new consent for completed and signed for each of those dose adjustments);
* A new MAR would be completed for each dose change in Infinite Campus; this way the dose on the current MAR will match the current Medication Administration Consent form in Infinite Campus;
* A small tab (like a small post-it note) with the current dose (as noted on the Consent Form and MAR) would be completed by the nurse noting current dose due to titration.  This would be affixed to the bottle in such a way that all other info on the pharmacy label would still be visible.
* When the dosage has been titrated, the prescription bottle label would be updated to reflect the current dose, matching with the consent form.

Please contact a member of the nursing staff if you have any questions regarding administering medication at school, the procedures outlined above, if you need clarification on an order or if you are unfamiliar with a medicine.

All forms pertaining to assisting with medication at school as well as these guidelines will be reviewed as needed by the nursing staff. All suggestions regarding revisions should be directed to the school district health coordinator. Any revisions to the above will be in accordance with current education and nursing laws and will reflect safe school nursing practice.

# STUDENTS CP09.2241 AP.1

# (Continued)

Medication Administration Procedures

References

American Academy of Pediatrics (School Health Policy and Practice) 5th Ed. 1993

National Association of School Nurses. Position Statement, Administration of Medication in the School Setting.

Medication Administration Training Manual for Non-Licensed School Personnel; Kentucky Department of Education, March 2011

Related Policy:

09.2241

Related Procedures:

09.2241 AP.21

09.2241 AP.22

EXPLANATION: HB 312 AMENDS MULTIPLE AREAS OF KRS CHAPTER 61 BY CHANGING THE PROCESS AND FORMAT FOR PARTIES REQUESTING OPEN RECORDS OF PUBLIC AGENCIES. THE NOTICE INFORMATION IS FOUND IN THE UPDATE FOR ADMINISTRATIVE PROCEDURE 01.6. AP.2

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

# COMMUNITY RELATIONS EY10.11 AP.21

Public Records Notice