

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

01.6 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 1805 Second Street, Henderson, KY 42420.

The official custodian/designee to whom requests for access to records should be submitted is at 1805 Second Street, Henderson, KY 42420 and email address is robin.newton@henderson.kyschools.us.

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.

### 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.

Request to Examine and/or Copy District Records

**NOTE: When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.**

Public Access

~~RECORDS OF THE BOARD, EXCEPT THOSE SPECIFICALLY EXEMPTED BY STATUTE, ARE OPEN TO PUBLIC INSPECTION AT THE OFFICE OF THE SUPERINTENDENT. PERSONS 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 AND OF EACH SCHOOL BUILDING, AS APPROPRIATE.~~

Records exempted from public access include:

- ~~1. Records of a personal nature where public disclosure is an invasion of personal privacy.~~
- ~~1. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.~~
- ~~2. Records or negotiation of real estate transactions until such time as property has been acquired.~~
- ~~3. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.~~
- ~~4. Preliminary drafts and recommendations.~~
- ~~5. Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.~~
- ~~6. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.~~
- ~~7. Emergency plan and diagram of a school.~~

Records Requested From:

Records Custodian: \_\_\_\_\_

District Name: \_\_\_\_\_

District Address: \_\_\_\_\_

Records Requested By:

Name (MUST BE PRINTED): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

— If Yes: Child's Name \_\_\_\_\_ School \_\_\_\_\_

Specify in detail the record(s) requested. (Attach another page if necessary.)

\_\_\_\_\_

*Signature of Person Requesting Record(s)* \_\_\_\_\_ *Month/Day/Year*

**Please attach requests made by letter, email, or FAX to this form.**

REQUEST TO EXAMINE AND/OR COPY DISTRICT RECORDS

~~Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.~~

~~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.~~

~~NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.~~

**For Office Use Only**

Records Request received by \_\_\_\_\_ Date \_\_\_\_\_

Records Request referred to (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Records Request complied with by \_\_\_\_\_ Date \_\_\_\_\_

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

**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		✓		

**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		✓		
<a href="#">First Aid and Cardiopulmonary Resuscitation (CPR) Training.</a>	<a href="#">702 KAR 5:080</a>	<a href="#">06.221</a>			<a href="#">✓</a>	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	<del>702 KAR 6:045</del> 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	✓		✓	

**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	✓		✓	



**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: REVISIONS TO 702 KAR 5:080 INCLUDE REPORTING REQUIREMENTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.21 AP.254

## **Driving Record Violations and Personnel Actions**

### **NEW/RETURNING SCHOOL BUS DRIVERS**

The District shall perform a driving history check on school bus drivers prior to initial employment and after a break in service (excluding summers). Decisions to employ or re-employ an individual shall be contingent on receipt of records revealing no driving history convictions that would, as determined by the Superintendent, affect the individual's ability to perform the job. Driver applicants and current drivers are subject to checks of the Federal Motor Carrier Safety Administration Clearinghouse (FMCSA) and related rules as described in Policy 06.221.

A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving a motor vehicle under the influence or driving while intoxicated.

### **CURRENT EMPLOYEES**

Current bus drivers shall undergo driving records checks at intervals determined by Board policy. Those whose driving record checks reveal the following violations are subject to appropriate disciplinary action, up to and including, termination/nonrenewal.

1. Speeding/major - speeding more than sixteen (16) miles per hour faster than the speed limit within the last two (2) years;
2. Speeding/minor – speeding less than sixteen (16) miles faster than the speed limit more than once within the last two (2) years;
3. Collision resulting in a citation being issued to applicant for being at fault;
4. Under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day;
5. Revocation of driver's license;
6. Conviction for driving under the influence (DUI)/~~or driving while intoxicated (DWI)~~;
- ~~8-7.~~ Conviction for reckless driving;
- ~~9-8.~~ Citation for any moving motor vehicle violation including driving under the influence (DUI)/~~or driving while intoxicated (DWI)~~ and reckless driving;
- ~~10-9.~~ Citation for violation of state or local law governing motor vehicle traffic control other than a parking violation;
- ~~11-10.~~ Conviction for a felony sex crime or as a violent offender as defined in KRS 17.165;
- ~~12-11.~~ Failure to notify the Superintendent if the classified employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal; or
- ~~13-12.~~ Other criminal or moving vehicle violation, as determined by Superintendent/designee to bear a reasonable relationship to the ability of the individual to perform the job.

**NOTE:** 702 KAR 5:080 requires school bus drivers to immediately report to the Superintendent/designee any violations falling under points five through nine (5-9) above.

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;

## Homeless Children and Unaccompanied Youth

### AWARDING CREDIT FOR COURSEWORK SATISFACTORILY COMPLETED (CONTINUED)

3. 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;
4. the ways in which the District shall lessen the impact of school transfers for homeless children and unaccompanied youth, which shall include:
  - a) 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;
  - b) requiring counselors to provide timely assistance and advice to improve college and career readiness for students experiencing homelessness; and
  - c) 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.
5. 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
6. 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

09.2241 AP.1

## **Student Medication Guidelines**

### **STUDENT SELF-MEDICATION**

With the written permission of parent/guardian and approval by the Principal, students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription). Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.

If the student does not wish to carry emergency medication on their person, it shall be kept in a locked cabinet in the school office or in the nurse's office unless otherwise approved by the Principal or designated staff.

If at any time a student demonstrates an inability to self-administer medication properly during school hours, s/he will lose the right to do so. The parent/guardian will be notified immediately of this situation and offered a meeting with the nurse or the school Principal if desired.

### **ALL OTHER MEDICATIONS**

Medication should be given at home when possible. However, the Henderson County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school. It is District policy that trained staff members of Henderson County Schools shall be permitted to administer medication during school hours if it is not feasible for the parent to do so. 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 or tablet form shall be counted and the number recorded on the Medication Administration Record.

The goal of the Henderson County Schools' medication administration policy is to ensure safe and appropriate medication administration by staff members when necessary.

### **MEDICATION ADMINISTRATION**

Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and [injectable epinephrine devices](#) ~~EpiPens~~) and medications approved for students to carry for self-medication purposes, storage of all medications shall be in a secure, safe locked cabinet accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.

Parents/guardians shall be informed of policy and procedure requirements. School personnel responsible for the safe and appropriate administration of medication shall not be permitted to administer medication if the requirements outlined in this procedure are not followed. In such situations, the parent/guardian will be notified by telephone and/or written notice.

**Student Medication Guidelines****MEDICATION ADMINISTRATION (CONTINUED)**

The parent or legal guardian must complete and sign a Board-approved authorization for administration of any medication at school. This authorization must contain the following information: the student's physician/health care provider, the full name of the medication(s) approved, the dosage approved/prescribed, the time(s) administration required during school hours, known allergies, and any known side effects of medication(s) approved. This medication authorization must be completed each school year, and must be updated with any medication or regimen change.

A parent/guardian's hand written request for staff to administer medication to a student shall be honored for that day only. This written request must contain the following information:

- Student Name
- Medication Name
- Proper dosage in accordance with pharmacy label or the recommended dosage label on over-the-counter medications
- Appropriate time(s) to administer the medication with regard to pharmacy label or dosage label
- The date
- Parent/Legal Guardian signature

**GENERAL MEDICATION**

All prescriptions and over-the-counter (OTC) medications brought into Henderson County Schools from the student's home shall be taken to the school's office immediately upon arrival at school. Students in violation of this shall be subject to disciplinary action by the Principal of the school. A signed, completed consent must accompany the medication or it must be completed at that time by the parent/guardian. Medications not accompanied by a written, signed consent form shall not be administered.

All medications shall be brought to the school by a parent/guardian or other designated adult. In the event the parent/guardian cannot bring the medication to school, it is that parent/guardian's responsibility to notify the school. The school Principal or designated staff must give approval before the student transports the medication to school if the student is in elementary school. In general, Middle and High School students may transport medication to school if they meet District requirements to take this medication to the nurse's office immediately upon their arrival to school.

No products containing aspirin (ASA, acetylsalicylic acid) shall be given without a physician/health care provider's order. This includes medications such as Pepto-Bismol that carry warnings regarding Reye's syndrome.

All medications must be in their original container, match the container's label and have unexpired dates. No two (2) liquid medications may be mixed. No two (2) medications may be in the same bottle. A licensed physician/health care provider must prescribe the medication for the student. A pharmacy approved measuring device must accompany liquid prescriptions.

Students are to be supervised by an authorized individual while taking any medication.

The first dose of any medication is recommended to be given at home under parental/guardian supervision.

**Guidelines for Medication Distribution****GENERAL MEDICATION (CONTINUED)**

Medication shall not be “borrowed” from another student for administration—even from a sibling with identical medication. Contact the parent/guardian by telephone and alert them of the need for medication.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition. Violations shall result in appropriate disciplinary action, including but not limited to, suspension or expulsion.

Non-prescription medication without a physician/health care provider’s order left at school will be destroyed after ten (10) days. Prescription and non-prescription medication(s) with expired dates will be destroyed to ensure the safety of all students. All medications left at school at the end of the last day of the school year will be destroyed by the school nurse and or the school Principal to ensure the safety of all students.

**PRESCRIPTION MEDICATIONS**

Prescription medication must have the original pharmacy label containing the following: the student’s name, the physician/health care provider’s name, the medication name, strength, dosage, date dispensed, date of expiration, time for administration, and the dispensing pharmacy. Medication stating “one time a day,” “at bedtime,” “QD (every day),” indicate medication is to be given at home and not during school hours. School personnel will refuse medication with such labels.

Medication with labels altered in any way will be refused per KRS 218a.210, “a person to whom or for whose use of any controlled substance has been presented, sold or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same.”

Prescription medications required daily at school shall be limited to no more than a thirty (30) day supply. Medication shall be counted upon receipt from the parent/guardian and be documented on the medication administration log for the medication. Students who receive approval to transport medication may bring a parent/guardian signed refill slip.

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider or a new prescription bottle from the pharmacy indicating the change and a signed note from the parent/guardian.

**NONPRESCRIPTION MEDICATIONS**

Over-the-counter medications brought from the student’s home must be received in the original container, dated upon receipt, and shall be given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

**MEDICATION ADMINISTRATION BY THE STUDENT**

The District emergency action plan to address allergic reactions -- to protein in food, medication, pollen or insect stings -- occurring in students with no history of anaphylaxis; asthma attacks, non-responsive to emergency medication provided by the parent/guardian; hypoglycemic crisis, non-responsive to emergency oral medications as ordered by the physician/health care provider is as follows:

**Student Medication Guidelines****MEDICATION ADMINISTRATION BY THE STUDENT (CONTINUED)**

- Have the Nurse or another adult STAY WITH THE STUDENT. Call 911 or have someone call 911.
- Notify the Building Administrator.
- Notify the Parent/Guardian.
- Complete a Student Accident Report.

**NON-EMERGENCY FIRST AID AND COMFORT MEASURES**

Non-emergency first aid and comfort measures such as triple antibiotic ointment, sunburn relief spray and other appropriate over the counter medications shall be administered only with the express written consent of the student's parent/legal guardian. Only the school nurse or a designated staff member trained in medication administration shall administer such first aid and comfort measures. Such first aid and comfort measures shall be documented on the daily log or on the nurse's notes in the student's health file.

**DOCUMENTATION**

Administration of medication(s) shall be immediately documented on a board-approved medication log. The log must contain signature(s) of person(s) administering medication and dosage administered. Subject to confidentiality requirements in Policy 09.14, upon completion, or change in medication, the log is to be kept in the student's health file for no less than one (1) year. Documentation shall reflect the starting and ending dates, as well as missed doses and absences.

If a student refuses a medication, or is highly resistant to taking medication, the parent/guardian shall be contacted immediately. The medication may be documented as "R," refused on the log. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Prescription medications, with the exception of antibiotics, must be counted and the number documented on the medication log in the nurse's office. Licensed nurses may count without a co-signer. Non-licensed staff designated by the District shall have a co-signer when counting medications.

**DISPOSAL OF UNUSED MEDICATION**

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.



**Student Medication Guidelines****MEDICATION ERROR**

Medication administration error may occur. The following steps shall be initiated immediately:

1. Keep the student in the first-aid location.
2. Assess the student for any obvious ill effects and document.
3. Identify the incorrect dose and/or type of medication taken by the student.
4. Immediately notify the school administrator and District nurse of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions. 1-800-722-5725.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

Students shall not share any medication, prescription or over-the-counter, with another student. Each school year the District shall notify students of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

**RELATED PROCEDURE:**

09.2241 AP.2

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

10.11 AP.21

## **Public Records Notice**

**To be posted at the main entrance of the Central Office and of each school building, as appropriate.**

### **RULES/REGULATIONS FOR INSPECTION**

~~Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Henderson County Board of Education are open for inspection.~~

~~Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:~~

- ~~a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;~~
- ~~b) Facsimile transmission of the written application; or~~
- ~~c) Email of the application.~~

~~Completed application forms should be submitted to the Superintendent, the Board's official custodian of public records, at the following address:~~

~~Henderson County Board of Education  
1805 Second Street  
Henderson, KY 42420~~

~~An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.~~

~~Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.~~

~~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.~~

~~Persons who live outside the area and who wish to request copies of public records should contact the person listed above.~~

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*Designated Representative*

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*Date*