



FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

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April 10, 2015

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FROM: Donna M. Friedmann *DMF*
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 7:00 p.m. on Thursday, April 16, 2015, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner; ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
April 16, 2015 – 7:00 p.m. – District Office Boardroom

AGENDA

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| <ol style="list-style-type: none">1. Teacher Facilities Policy 405 – per Donna M. Friedmann2. Staff Meetings Policy 410 – per Donna M. Friedmann3. Administering Medication Policy 528 – return to Policy Committee per Donna M. Friedmann |
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4. Consideration of Other Policies to be Scheduled for Review
5. Other Matters
6. Annual/Requested Policy Reviews
 - Family & Medical Leave Policy 428 (September 2015)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2015)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2015)
 - Wellness Policy 546 (September 2015)
 - Student Sex Nondiscrimination Policy 421 (October 2015)
 - Technology Acceptable Use and Safety Policy 540 (November 2015)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2015)
 - Out-of-State Travel by School Board Members Policy 103B (December 2015)
 - Anti-Bullying Policy 541 (January 2016)
 - Student Transportation Safety Policy 531 (January 2016)
 - Crisis Management Policy 538 (February 2016)
 - Discipline Policy 515 (February 2016)
 - Harassment and Violence Policy 425 (March 2016)
7. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
8. Policies at School Board for Action:
 - Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
 - Crisis Management Policy 538 – Approved on 3/26/15
 - Discipline Policy 515 – Approved on 3/26/15
 - Harassment and Violence Policy 425 – 1st Reading on 3/26/15

TEACHER FACILITIES

405

It is the policy of the School Board that adequate facilities in each building be available for teachers contingent on availability of space in individual buildings. Such facilities to include the following:

1. Classroom space for the storage of instructional materials and supplies.
2. A teacher work area -- preferably separated from the faculty lounge -- equipped with supplies and equipment to be used in the preparation of instruction materials.
3. A teacher's lounge -- out of bounds to all students, except when authorized by the principal.
4. A serviceable desk and chair for each teacher.
5. Faculty rest rooms separate for each sex.
6. A dining area, separate from the students where possible.
7. Adequate chalk boards and bulletin boards in each classroom.
8. A telephone so located that a teacher can have privacy while talking to parents.
9. Sections of parking lots shall be reserved for teacher parking.

STAFF MEETINGS

410

1. It is the policy of the School Board that staff meetings be held frequently during the school year. A minimum of one staff meeting per month will be held in each building on a designated day.
2. The principal will be responsible for calling all meetings and will prepare and hand out an agenda at least two days prior to the meeting. Faculty Councils and Instructional Improvement Committees are encouraged to suggest items to be discussed at staff meetings.
3. When meetings are scheduled other than on the designated day, three days notice shall be given. Occasionally, emergency meetings must be held and the three day notice shall then be waived.
4. All staff meetings will be held either before the regular school day or immediately after the regular school day. Except in emergency situations, staff meetings should not last longer than one hour.
5. All certified personnel are expected to attend all staff meetings called by the principal except if excused by the principal.
6. All staff members who have been excused from attending are responsible for obtaining information on all items discussed at the meeting.
7. It is the policy of the School Board that all meetings of teacher professional organizations be cleared with the building principal for availability of appropriate facilities.

Adopted: _____

MSBA/MASA Model Policy 516

Revised: _____

Orig. 1995

Rev. 2013

516528 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency and emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, ~~trained health clerk~~ health office assistant, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "~~Administrating Prescription Medications~~" "Authorization for Administration of Medication at School" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the

prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. 3 below), and medications administered as noted in a written agreement between the school district and the parent ~~or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).~~
- F. The school must be notified immediately by the parent or student 18 years old or older and own guardian in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. ~~For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.~~
- H G. The school nurse, or other designated person, shall be responsible for the filing of the ~~Administering Prescription Medications~~ "Authorization for Administration of Medication at School" form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the ~~principal and to other personnel designated to administer the medication.~~
- I. ~~Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~
- J H. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. ~~Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;~~
 - 3 2. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. ~~Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;~~

5 3. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; ~~and~~
- c. the parent has not requested school personnel to administer the medication to the student; and
- d. physician's orders

The parent must submit written authorization for the student to self-administer the medication each school year. ~~In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.~~

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6 4. Medications:

- a. that are used off school grounds including on field trips;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7 5. Nonprescription Medication. A secondary student may ~~possess and use~~ nonprescription pain relief held in a school health office in a manner

consistent with the labeling, if the school district has received written authorization from the student's parent or guardian, each school year ~~permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year.~~ The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. ~~Except as stated in this paragraph, only prescription medications are governed by this policy.~~

[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

§ 6. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

- a. possess epinephrine auto-injectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

K. ~~"Parent" for students 18 years old or older is the student.~~

L. ~~Districts and schools may obtain and possess epinephrine auto injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto injector. The administration of an epinephrine auto injector in accordance with this section is not the practice of medicine.~~

~~A district or school may enter into arrangements with manufacturers of epinephrine auto injectors to obtain epinephrine auto injectors at fair market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay~~

for a school's supply of epinephrine auto-injectors.

- I. The principal or school nurse shall maintain a list of pupils needing medication during school hours, including type of medication, when given and dosage. This list shall be kept current.
- J. Under no circumstances are school personnel to provide aspirin or other patent medicine or nostrum to students.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: ~~MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)~~ Policy 435

ADMINISTERING MEDICATION

Neither the diagnosis nor the treatment of illnesses is within the responsibility of the School District. However, medication will be dispensed to students in school under the following conditions:

1. The administration of medication to pupils shall be done only ^{under the} ~~in exceptional~~ circumstances ~~wherein the child's health may be jeopardized without it.~~ ^{direction of a medical doctor's order,}
2. Pupils requiring ^{prescribed} medications in school shall be identified by their parents and ~~a~~ physician to the school nurse, teachers and other school personnel.
 Disruption ← Students observed by school personnel self-administering unauthorized medications shall be reported to their parents.
3. After identification, the school nurse, or properly appointed representative for the School District, shall make contact with the home to identify the type, dosage and purpose of said medication.
4. Written statements shall be required of:
 - a. The family physician, who shall indicate the necessity of said medication being given to the child during school hours.
 - b. The parents, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician and thereby releasing school personnel from liability should reactions result from the medication.
5. The physician shall be requested by the parents to prescribe duplicate bottles of said medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician and dosage of the drug to be given. Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.
 (C) →
6. The principal or school nurse shall maintain a list of pupils needing medication during school hours, including type of medication, when given and dosage. This list shall be kept current.
 Keep (S)
7. Under no circumstances are school personnel to provide aspirin or other patent medicine or nostrum to students.
 Keep (M)
8. Students who are subject to a condition which may require occasional emergency medication, as in a case of sensitivity to bee stings, for example,

may receive such medication by complying with the provisions of this policy regarding written authorization and the placement of medication with the school authorities.

ADOPTED: 11/19/79
REVISED: 10/04/07

ATTACHMENT TO POLICY 528 – ADMINISTERING MEDICATION



Authorization for Administration of Medication at School

Name of Student: _____ Birthdate: _____

School: _____ School Year: _____ Grade: _____

Medical Condition	Medication	Strength mg/ml	Dose # Tablets	Time(s) Frequency	Route	Start Date	Stop Date

(All authorizations expire one year from date unless otherwise specified.)

Print or Type Name of Physician / Licensed Prescriber _____

Signature of Physician / Licensed Prescriber _____

Home Address _____

Fax Number _____

Phone Number _____

Date _____

Parent / Guardian Authorization

- I request that the above medication(s) be given during school hours as ordered by this student's physician/licensed prescriber. I also request that the medication(s) be given on field trips, as prescribed.
- I release school personnel from liability in the event adverse reactions result from taking medication(s).
- I will notify the school of any change in the medication(s), (ex: dosage change, medication is discontinued, etc.).
- I give permission for the school nurse or designee to communicate with the student's teachers about the student's health condition(s) and the action of the medication(s).
- I give permission for the medication(s) to be given by designated personnel as delegated by the school nurse.
- I give permission for the school nurse or designee to consult (in oral or written format) with the above named student's physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s), as well as ongoing data on medication effects provided to physician/licensed prescriber and parent/guardian via monitoring form.

My son/daughter may self-administer his/her inhaler/Epipen®, if appropriate as assessed by the School Nurse.

Parent/Guardian Signature _____

Relationship to Student _____

Home Phone _____

Day Phone _____

Date _____

NOTE: Medication is to be supplied in the original/prescription bottle.

* Signatures must be completed in order to administer medication. If medication policy is not followed, school health services will not be able to administer medication, which may adversely affect educational outcomes or this student's safety.

District Fax Numbers

ALC (651) 982-3172; Century (651) 982-3017; Columbus (651) 982-8957; Forest Lake (651) 982-3299; Forest View (651) 982-8260; Lino Lakes (651) 982-8891; Linwood (651) 982-1955; Montessori (651) 982-8386; Scandia (651) 982-3349; Senior High (651) 982-8594; Southwest (651) 982-8798; Wyoming (651) 982-8067; St. Peter's Elementary (651) 982-2230



STILLWATER
AREA SCHOOLS

MEDICATION POLICY

Diagnosis and treatment of illness and the prescribing of drugs and medications are never the responsibility of a school and should not be practiced by any school personnel. It is the expectation of the District that all student medications be administered by a parent at home. However, the District acknowledges that some students may require prescribed medication during the school day. If medication is necessary during school hours, it will be administered in compliance with appropriate law and School District administrative procedures.

For the Licensed School Nurse or designated person(s) to administer a prescription medication to a student at school, District Health Form M-2 should be completed and signed by parent/guardian and health care provider and submitted to the health service staff with the medication.

If a parent/guardian and health care provider feel it is in the best interest of the student to self-administer medication, School District Health Form M-4 should be completed and submitted to the Licensed School Nurse.

Forms M-2 and Form M-4 require the student's name, school, name of medication, purpose of medication, time(s) to be administered, dosage, estimated date of termination, and both the parent/guardian(s) and health care provider(s) signatures.

The following procedure will be followed for medications to be taken at school:

1. The medication must be supplied in the original prescription bottle or container and be properly labeled by a pharmacist or health care provider.
2. The medication will only be administered or self-administered in a manner consistent with the physician's or health care professional's order and consistent with generally accepted medical practices. The school nurse may request to receive further information about the prescription, if needed, prior to administration or self-administration of the medication.
3. The school nurse or designee, will:
 - a. Inform appropriate school personnel of the medication.
 - b. Administer the medication per health care provider's orders.
 - c. Keep a record of the administration of medication.
 - d. Keep medication in a locked cabinet. Prescription medications shall be left with the appropriate school district personnel, except as specified on the self administration medication form M-4.
4. The parents of the student will assume responsibility for immediately informing the school nurse of any change in the student's health or change in medication and for immediately providing a new medical authorization or container labeled with new pharmacy or health care provider's instructions.

Nonprescription medication, such as tylenol, ibuprofen, or cold remedies, will not be administered to students under any circumstances by school personnel apart from this process. Students observed by school personnel self administering unauthorized medications will be reported to their parents.

This medication policy will apply to all students regardless of age.