

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - N10 11200 93rd Ave, N Maple Grove, MN 55369 Tuesday, June 7, 2022 4:30 PM
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*Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.*

This regular meeting of the Osseo School Board is being conducted in person. The meeting can be monitored electronically by streaming online at [district279.org/info-center/school-board](http://district279.org/info-center/school-board) (Watch Livestream). An archived recording will also be available on the district website.

### **Agenda Items**

1. Check in  
Tim Palmatier, General Counsel
2. Review of 500 series policies (student-focused policies)
  - A. Policy 519-Interviews of Students by Outside Agencies (revision) 2
  - B. Policy 520-Student Surveys (revision) 5  
Tim Palmatier, General Counsel
  - C. Policy 516-Student Medication (policy revision, procedure rewrite) 8
3. Next Meeting: August 16, 2022
4. 5:30 p.m. Adjournment

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## **POLICY 519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

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### I. Purpose

The purpose of this policy is to maintain the primary purpose of the school district of providing an education for its students and protecting the students' interest in receiving an education while cooperating with law enforcement agencies or other agencies that require access to students during the school day in order to fulfill their legal obligations.

### II. General Statement of Policy

A. Only a student's parent/guardian, school district employees, and/or school district agents conducting school related business may interview a student during the school day, except as required by law or allowed by this policy.

B. A principal or school site leader may allow law enforcement officers and those other than a student's parent/guardian, school district employees, and/or school district agents conducting school related business to request an interview of a student in the following situations.

#### 1. Access for Interview Required

The principal or site leader will schedule interviews required for investigations of maltreatment reports in accordance with the procedures implementing this policy. Prior to granting a request, the principal or site leader will make a reasonable attempt to contact the student's parent/guardian to inform the parent/guardian of the request only for interviews by the Minnesota Department of Education.

#### 2. Discretionary Interview

For all other requests for interviews, the principal or site leader will limit access to the student during school hours to instances where other opportunities for the interview are not reasonably available and the reason for the request ~~outweighs the student's educational interests~~ is in the student's best interests or in the event of an emergency. The principal or site leader will not grant a discretionary interview with a student without making a reasonable attempt to contact the student's parent/guardian to inform the parent/guardian of the request.

Revised: xx/xx/xx

Revised: 1/19/16

Policy 519 Adopted: 1/21/03

#### Legal References

M.S. 626.556

#### Cross References

Policy 414 – Mandated Reporting of Maltreatment of Children or Vulnerable Adults

## PROCEDURE 519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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### I. Purpose

The purpose of this regulation is to establish the procedures a school site leader must follow in allowing interviews of students by outside agencies on school district premises during the school day.

### II. Interviews Conducted under the Maltreatment of Minors Act

#### A. Interviews Conducted by Hennepin County Child Protection (Child Protection) or Law Enforcement

1. The principal or site leader will schedule an interview of a student by Child Protection or law enforcement after receiving a notice in writing of a need to schedule the interview. For interviews by Child Protection, the notification will be signed by the Hennepin County Social Services Director or ~~his or her~~ their designee. The notice must include the name of the student, the purpose of the interview and the legal authority for the interview.
2. The interview may take place at school and during school hours. The site leader may schedule the time, place and manner of the interview subject to the paragraph A. 3. below. The time, place and manner of the interview must be reasonable. Reasonable conditions for the interview may include:
  - i. The investigators will remain in the administration's offices.
  - ii. The interview will not be held during the time the student is receiving instruction unless such an interruption is unavoidable.
  - iii. The interview will be conducted in a private room or area where confidentiality can be maintained.
3. The principal or site leader will defer to Child Protection or law enforcement if either agency selects a location for the interview other than the school.
4. The principal or site leader will allow the interview of a student only after the interviewer provides an identification card or otherwise can reasonably verify that they are employed by Child Protection or law enforcement.
5. School district principals or site leaders ~~will~~ may request that they be allowed to attend the interview if they believe their presence is in the best interests of the student being interviewed, but ~~will defer to Child Protection or law enforcement if that agency excludes the principal or site leader~~ Child Protection or local law enforcement agency shall have the exclusive authority to determine who may attend the interview.
6. Principals or site leaders may not notify parents or guardians of the interview by Child Protection or law enforcement. Only Child Protection or law enforcement may notify the parents that an interview is scheduled or took place on school property. If the student is removed from the school premises for the interview or misses a bus or is otherwise unable to keep a usual schedule, the site leader will direct all inquiries from a parent or guardian to Child Protection or law enforcement without providing any other information.

#### B. Interviews Conducted by the Minnesota Department of Education (MDE or Agency)

1. The principal or site leader will schedule an interview by MDE after receiving a notice in writing of the need to schedule an interview in a Maltreatment of Minors investigation. The notice will include the name of the student, the purpose of the interview and the legal authority for the interview.
2. The principal or site leader will notify a student's parents of any incident at the school involving the student and a school district employee. The principal or site leader does not notify the parents of an interview of the student by MDE concerning a maltreatment report.
3. The principal or site leader will allow MDE to conduct the interview even if the Agency is not able to reach the parent or guardian of a student prior to the interview.
4. The principal or site leader will allow the interview of a student only after the MDE investigator provides an identification card to show that the interviewer is affiliated with MDE.

5. If the person alleged to have maltreated the student is a school district employee or official, MDE may set the time, place and manner of the interview and determine who should attend the interview.

### III. Interviews Conducted for Other Purposes

Site leaders may schedule interviews of students by outside agencies for any other purpose if specifically authorized by the student's parent or guardian or in an emergency when the site leader determines that access to the student is in the student's best interests. In all cases, the site leader will consider the disruption to the student's education by scheduling interviews only during non-instructional time if at all possible and at a place that protects the privacy interests of the student.

Revised: xx/xx/xx

Revised: 1/19/16

Procedure 519 Adopted: 1/21/03

#### Legal References

M.S. 626.556, Subd. 10(c) and (d)

#### Cross References

Policy 414 – Mandated Reporting of Maltreatment of Children or Vulnerable Adults

## POLICY 520 – STUDENT SURVEYS

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### I. PURPOSE

The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### II. GENERAL STATEMENT OF POLICY

The school district may conduct surveys of students to support school and school district improvement and student engagement. The school district will follow applicable federal regulations in conducting any survey of students that is a part of any program funded through the United States Department of Education. The school district will not impose an academic or other penalty upon a student who opts out of participating in a survey.

### III. STUDENT SURVEYS

#### A. Inspection

The school board will make all instructional materials used in connection with any survey available for inspection by students, parents, or guardians.

#### B. Student Stakeholder Survey

The school district will conduct an annual student stakeholder survey designed to obtain information from students about the school district's success in achieving its mission.

##### 1. The student stakeholder survey will

- a. Collect feedback from students on their engagement in class,
- b. Provide teachers with student feedback for reflection on their classroom instruction and student engagement strategies,
- c. Provide school district administrators with student feedback to learn about strengths and opportunities for school and school district improvement, and
- d. Meet state requirements for principal and teacher development and evaluation.

2. The school district will notify parents about the survey ~~at the beginning of each school year~~ by October 30<sup>th</sup> each year. The notice will include the grade levels to be surveyed, the purpose of the survey, the opt-out process, and a way for parents to review all questions in the survey.

3. The school district will provide the survey schedule and opt-out form on the school district website.

4. The school district will maintain the survey results as ~~confidential~~ private data on the students. The school district will report the survey results in a way that does not allow for identification of individual student results.

#### C. Other Student Surveys Conducted as Part of a U.S. Department of Education Program

1. An adult student or a minor student's parent or guardian will be notified of, and provide the opportunity to, inspect and to opt out of all surveys ~~must provide prior written consent before the student may be required to reveal~~ that include questions that ask about information concerning political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that

- required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. ~~The school district will not conduct other surveys of programs funded by the U.S. Department of Education without developing a policy to govern the conduct of such surveys. The policy must be developed in consultation with parents.~~ Student surveys that request information set forth in Paragraph III C.1 will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
  3. To the extent that personally identifiable information of a student is contained in the student's response to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act), and corresponding regulations.
  4. An adult student or a minor student's parent or guardian will be provided the opportunity to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.
  5. The school district and third parties contracting with the school district will not be allowed to conduct student surveys for the purpose of marketing or for selling information on a student. This provision would not prohibit the use of surveys conducted for the exclusive purpose of developing, evaluating, or providing educational products or services.

#### IV. NOTICE

- A. The school district will give parents and students notice of this policy ~~at the beginning of~~ by October 30<sup>th</sup> each school year and after making substantive changes to this policy.
- B. The school district will inform parents ~~at the beginning of the school year~~ by October 30<sup>th</sup> if the school district or school site has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district will give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, email or another direct form of communication.
- C. The school district will give parents the opportunity to review the survey and to exercise their option of determining that their students will not participate in the survey.

Revised: xx/xx/xxxx

Adopted: 07/31/2018

#### Cross Reference:

Policy 104 School District Mission

Policy 515 Protection and Privacy of Student Records

#### Legal Reference:

20 U.S.C. § 1232h (Protection of Pupil Rights)

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information Parent Notice and Opportunities for Opting Out)

## PROCEDURE 520 – STUDENT SURVEYS

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### I. DEFINITIONS

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject. "Private data on individuals" means data that is not public and are accessible to the individual subject of those data.
- B. Parent or Parents means a parent or guardian of a student or a person acting as a parent or guardian of a student in the absence of the student's parent or guardian.
- C. Survey means the annual stakeholder survey or a similar alternative survey conducted by the school district in order to provide information about each student's success in achieving dreams, contributing to community and engaging in a lifetime of learning.

### II. PROCESS TO OPT OUT OF STUDENT SURVEY

- A. The school district acting through its ~~Research, Assessment and Accountability Department (RAA)~~ Department of Learning and Achievement will notify parents each year ~~in the fall~~ by October 30<sup>th</sup> about the survey and the opportunity they have to opt their student out.
- B. The notice will include a link to an opt-out form.
- C. ~~Parents may submit the opt-out form to RAA through mail or email.~~ If the opt-out form is submitted prior to the deadline in the Notice, the student will be included in the list of students who have opted out of the Student Survey.
- D. ~~RAA~~ The Department of Learning & Achievement will provide each school survey coordinator and principal with the list of students who have opted out and will be excluded from the Student Survey at their site.
- E. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Revised: xx/xx/xxxx

Adopted: 07/31/2018

#### Cross Reference:

Policy 104 School District Mission

Policy 515 Protection and Privacy of Student Records

#### Legal Reference:

20 U.S.C. § 1232h (Protection of Pupil Rights)

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information Parent Notice and Opportunities for Opting Out)

## **POLICY 516– STUDENT MEDICATION**

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### **I. PURPOSE**

The purpose of this policy and accompanying procedures is to set forth the provisions that must be followed when administering, managing and overseeing student use of prescription and over-the-counter medications at school.

### **II. GENERAL STATEMENT OF POLICY**

- A. Parents/guardians have the primary responsibility for the maintenance of their child's health. However, the school may assist in the identification of health problems affecting a child's education and provide for the administration of prescribed and over-the-counter drugs or medicine.
- B. Students will not be allowed to carry and/or self-administer ~~prescription or over-the-counter medications~~ **at school unless an exception stated in the procedures to this policy expressly allows the student to do so.** ~~except as provided in Procedure 516 – Student Medication, II.F.~~
- C. Student medications must be managed, administered, and overseen in manner that safeguards against misuse or mismanagement, and must comply with procedures that accompany this policy.
- D. School personnel will dispense only those prescription and over-the-counter drugs or medicine which have been prescribed by a legally authorized health professional and will do so in accordance with ~~Procedure 516 – Student Medication~~ **procedures that accompany this policy.** The District and school personnel will not be liable should adverse reactions result from the drugs or medicine.

Policy Revised: xx/xx/xx

Policy Revised: 5/20/03

Policy Revised: 10/16/01

Policy 516 Adopted: 10/6/98

(formerly Policy 5416)

Policy Dated: 4/2/91

#### **Legal References**

M.S. 151.01, Subd. 5-6 - Pharmacy; Definition

M.S. 121A.22 - Administration of Drugs and Medicine

M.S. 121A.21 – School Health Services

#### **Cross References**

Policy 541 – Chemical Use and Abuse

Policy 506 – Student Discipline

## PROCEDURE 516– STUDENT MEDICATION

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### I. Definitions and Exclusions

- A. For the purpose of Policy 516 (Student Medication), drugs and medicine are defined as in M.S. 151.01, Subd. 5-6 (Pharmacy; Definition) and include both prescribed and over-the-counter drugs and medicine.
- B. For the purpose of Policy 516 - Student Medication, special health treatments and health functions, such as catheterization, tracheotomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- C. As stated M.S. 121A.22 - Administration of Drugs and Medicine, this Policy 516 - Student Medication does not apply to drugs or medicine that are:
  - 1. Used by a student who is 18 years or older;
  - 2. Used in connection with services for which a minor may legally give effective consent;
  - 3. Used in situations in which, in the judgment of school personnel, the risk to the student's health is of such a nature that drugs or medicine should be given without delay;
  - 4. Used off the school grounds;
  - 5. Used in connection with athletics or extracurricular activities;
  - 6. Used in connection with activities that occur before or after the regular school day;
  - 7. Provided or administered by a public health agency in order to prevent or control an illness or a disease outbreak as provided for in Minnesota Law; or
  - 8. Self-administered asthma or reactive airway disease inhalers as provided in II.G. below.

### II. Authorization and Administration

- A. Students requiring drugs or medicine at school shall be identified by the parent/guardian to the school Health Service Specialist. Students in possession of unauthorized medication may be subject to Policy 541 - Chemical Use and Abuse and/or Policy 506 - Student Discipline.
- B. A written order signed by the prescribing health professional and the parent/guardian is required for all prescription and over-the-counter drugs or medicine, thereby releasing school personnel from liability should reactions result from the drugs or medicine. Such orders must be renewed annually or whenever medication dosage or administration changes.
- C. All prescription drugs or medicine must be provided in pharmacy labeled containers. The drug or medicine container shall display the name and telephone number of the pharmacy, student's identification, name of the prescribing health professional, and name and dosage of the drug or medicine to be given. An oral request for administration of prescription medication must be converted to a written request on a Medication Administration Consent Form HS 15 (see Appendix A), or a similar form provided by the prescribing health professional, within two school days. This provision does not apply to over-the-counter drugs or medicine.
- D. All over-the-counter drugs or medicine must be in the original container, clearly marked with student name, and dosage to be given. Over-the-counter drugs or medicine must be accompanied by a Medication Administration Consent Form HS 15 (see Appendix A), or a similar form provided by the prescribing health professional.
- E. All drugs or medicine will be administered by the school Health Service Specialist in accordance with the prescribing health professional's instructions and M.S. 121A.22 - Administration of Drugs of Medicine and 121A.21 - School Health Services. In the absence of the Health Service Specialist, drugs or medicine will

be dispensed by a trained designee named by the Principal in consultation with the Health Service Specialist.

- F. In certain instances, drugs or medicine need to be administered immediately upon the onset of symptoms or events. For those situations, with the written permission of the prescribing health professional and the parent/guardian, students may be allowed to carry drugs or medicine and to self-medicate. (See Appendix B - Authorization for Medication Self-Administration.) Examples of these situations include Glucagon Kits for diabetes and bee sting kits.
  - G. In accordance with M.S. 121A.22, students may carry and self-administer prescription asthma or reactive airway disease medications with an asthma inhaler, provided that:
    - 1. The school has received written authorization from the parent/guardian permitting the student to self-administer the medication. The written parental/guardian authorization is to be submitted annually. Authorization by a physician is not required (see Appendix B).
    - 2. The inhaler is properly labeled for that student.
    - 3. The parent/guardian has not requested school personnel to administer the medication to the student.
- III. Authorization for District Sites that Administer Immunizations
- A. The District School Nurse is responsible for implementation of this Part III of Procedure 516 – Student Medication.
  - B. District sites that administer immunization will:
    - 1. Maintain a standing order from a legally authorized physician to administer routine immunizations.
    - 2. Maintain a standing order from a legally authorized physician for treatment of immediate reactions to an immunization, including treatment of anaphylaxis by administering epinephrine.
    - 3. Stock epinephrine on site.
    - 4. Follow best medical practice protocol in the event of a suspected anaphylaxis reaction to an immunization.
    - 5. Ensure that only legally authorized health service personnel administer immunizations and epinephrine, and that such staff are aware of this Procedure 516 – Student Medication and best medical practice protocol for anaphylaxis.

Procedure Revised: 5/20/03  
Procedure Revised: 10/16/01  
Procedure 516 Dated: 10/6/98  
(formerly Procedure 5416)  
Procedure Dated: 4/2/91

#### **Legal References**

M.S. 151.01, Subd. 5-6 - Pharmacy; Definition  
M.S. 121A.22 - Administration of Drugs and Medicine  
M.S. 121A.21 – School Health Services

#### **Cross References**

Policy 541 – Chemical Use and Abuse  
Policy 506 – Student Discipline

## PROCEDURE 516 – STUDENT MEDICATIONS

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I. **PURPOSE:** The purpose of these procedures is to set forth expectations that must be followed when managing and administering medications to students at school.

II. **DEFINITIONS:**

- A. **Controlled Substance:** means any substance listed under Minnesota Statute § 152.02 as a “scheduled” substance.
- B. **Over-the-counter medication (OTC):** is a drug product marketed for use by the consumer without the intervention of a health care professional in order to obtain the drug.
- C. **Parent:** means a parent, guardian, or other person having legal custody of the student. For students 18 years of age and older, the student may act as the parent, unless a court of competent jurisdiction has appointed a guardian to make health/medical decisions on behalf of the student.
- D. **Prescription Medication:** means a prescription drug order that is written or printed on paper, an oral order reduced to writing by a pharmacist, or an electronic order. To be valid, a prescription must be issued for an individual patient by a practitioner within the scope and usual course of the practitioner's practice, and must contain the date of issue, name and address of the patient, name and quantity of the drug prescribed, directions for use, the name and address of the practitioner, and a telephone number at which the practitioner can be reached. A prescription written or printed on paper that is given to the patient or an agent of the patient or that is transmitted by fax must contain the practitioner's manual signature. An electronic prescription must contain the practitioner's electronic signature. Prescription medication as used in these procedures does not include any form of medical cannabis as defined in Minnesota Statute.
- E. **School Health Personnel:** includes LSNs, RNs, LPNs and UAPs (unlicensed assistive personnel who have been properly delegated a nursing function).

III. **REQUIRED PROCEDURES FOR MEDICATION MANAGEMENT**

The following procedures must be followed when managing and administering student medications at school:

- A. **Written Authorization:** No prescription medication may be administered without the written order of a physician/licensed health care prescriber. The administration of prescription medication or drugs at school also requires a completed signed request from the student’s parent. An oral request from the parent must be reduced to writing within two school days, provided that the school health personnel may rely on an oral request until a written request is received. A “Medication Administration Authorization Form” must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP. [From Minn. Stat. 121A.22 (b); MDH Guidance Pg. 34; MSBA Model Policy]
- B. **Record Keeping:** School health personnel must maintain accurate records specific for each student receiving prescription medications, including parental consent forms, authorization from licensed prescribers, individual documentation and emergency procedures. Documentation must contain student name and identification number; name of medication; purpose, dosage; route; date and time given; beginning and end dates; any special circumstances related to the procedure, the student’s unusual reactions or responses, omissions, absences, or refusals, name of the individuals giving the medication, and count

of controlled substances. Documentation should be done in unalterable ink (no erasing, no deleting/white out). [From MDH Guidance Pg. 39-40]

If the administration of a drug or medication described in this procedure requires the school district to store the drug or medication, the parent must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent is required to retrieve the drug or controlled substance when requested by the school.[From Minn. Stat. 121A.22 Subd. 1(b) & MSBA Model Policy]

- C. Container: Prescription medications must be provided to school directly by the parent 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. [From Minn. Stat. 121A.22 Subd. 3;
- D. Storage of Medications: All medications should be stored on school property, in a locked drawer or cabinet used exclusively for medications and kept no longer than the medication expiration date or end of the school year, whichever is sooner. Cabinets should not contain glass doors and should be anchored securely to a solid surface. Access to stored medication and medication cabinet keys must be limited to school personnel authorized to administer medications. Medication requiring refrigeration should be stored in a locked refrigerator or in a locked container in the refrigerator specifically for medications. [From MDH Guidance Pg. 38]
- E. Student Refusal: School Health Personnel will make a reasonable attempt to provide medication to students as prescribed. If a student refuses medication the parent or guardian will be notified. If there are safety concerns the physician's order will be reviewed with the physician for clarification.
- F. Student Possession: 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 IV C below), and non-controlled prescription medications which are approved by the prescribing health care provider, parent and school LSN or RN for self-carry by the student or as specified in the student's IEP, Section 504 plan, or IHP (individual health plan). [From MSBA Policy]
- G. Medication Management for Field Trips: For school district field trips of one school day or less where the prescription medication needs to be administered during the school day while on the field trip, the school LSN/RN, delegated staff or parent will prepare a supply of medications not to exceed the duration of the trip and will place the required amount of medication in the pharmacy labeled container. The excess medication will be temporarily stored in a separate paper envelope(s) or other more suitable container and the temporary container(s) will be labeled with the student's name, name of the medication, strength, medication count, name of the person preparing the medication.  
  
For school sponsored field trips of more than one day, the parent will be expected to provide the required amount of medication in a separate pharmacy container with an original label (i.e., an extra from the provider or pharmacist), with a copy of the parental authorization form specific to the event or trip. [From MDH Guidance 26 & 27]
- H. Changes in Medication Administration: The school must be notified immediately by the parent of any change in the student's prescription medication administration. A new Medication Administration Authorization Form and properly labeled container is required before implementing the change. [From MSBA Model Policy]
- I. Over-the-Counter: School health personnel will not administer over-the-counter medication to a

student at the parent's request. An over-the-counter medication may be administered to a student where the student's physician and parent have completed a Medication Administration Authorization Form and the medication has been provided by the parent in its original container.

- J. Nonprescription Pain Medication: A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the parent permitting the student to self-administer the medication. The parent 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. [From Minn. Stat. 121A.222 & MSBA Model Policy 516]

#### IV. EMERGENCY MEDICATIONS

- A. Emergency Medications Generally: Students with known chronic health conditions sometimes need emergency medications to prevent or treat anaphylaxis, respiratory distress, diabetic hypoglycemia, seizures, and cardiac incidents. Emergency medications may be used in these situations where, in the judgment of the school personnel who are present or available, the risk to the student's life or health is of such a nature that drugs or medicine should be given without delay, regardless of specific provisions of the procedures set forth in Section II above. In an emergency, if two or more people are available, one can administer the emergency medication while the other calls 911. If only one person is available, that person should first administer the medication and then call 911. [From MDH Guidance Pg. 40-41]
- B. Epinephrine Administration: 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:
1. Possess epinephrine auto-injectors; or
  2. 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. For purposes of this section the "instructional day" begins at the start of the student's first hour of class and ends at the end of the student's last hour class.

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. [From Minn. Stat. 121A.2205 & MSBA Policy]

- C. Student Administration of Asthma Medication: Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
1. the school district has received a written authorization from the parent permitting the student to self-administer the medication;
  2. the inhaler is properly labeled for that student; and
  3. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. 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. [Minn. Stat. 121A.221 & MSBA Model Policy]

- D. Student Seizure Action Plan: School health personnel must implement seizure action plans and training to meet the needs of students with a seizure disorder and who may need seizure rescue medication administration. The action plan must:
1. Identify a school nurse or a designated individual at each school site who is on duty during the regular school day and can administer or assist with the administration of seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration.
  2. Require training on seizure medications for an employee identified under clause (1), recognition of signs and symptoms of seizures, and appropriate steps to respond to seizures.
  3. Be maintained on an accessible data base or filed in the health office.

A school district employee or volunteer responsible for the supervision or care of a student with a diagnosed seizure disorder must be given notice and a copy of the seizure action plan, the name or position of the employee identified under clause D1 and the method by which the trained school employee may be contacted in an emergency.

## V. EXCEPTIONS

The requirements set forth in this procedure do not apply to the following situations:

- A. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings;
- B. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak;
- C. Medications that are used off school grounds; that are used in connection with athletics or extracurricular activities; or that are used in connection with activities that occur before or after the regular school day;
- D. Sunscreen products applied or used during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

[From Minn. Stat. 121A.22 Subd. 2 & 6; 121A.223 and MSBA Model Policy]

## VI. REQUIRED PROCEDURES FOR UNCLAIMED MEDICATIONS

Before the transportation of any prescription drug or medication under this policy, the school shall make a reasonable attempt to return the unused prescription drug or medication to the parent. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually but may occur more frequently at the discretion of the school site.

If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school site

will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school.

If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**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. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
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)

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