



Policy Attachment #2 (06/25/18)

Book	Policy Manual
Section	200 Pupils
Title	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
Number	210.1 Vol III 2018
Status	First Reading

Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy. [1][2]

{X} The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction. [3]

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. [4]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the **administration** of epinephrine to provide rapid first aid for **students** suffering the effects of anaphylaxis.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), **shall** develop **procedures** for student possession **and self-administration** of asthma inhalers or epinephrine auto-injectors and **emergency response**.

{X} , and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Superintendent or designee shall annually distribute to students, parents/guardians, **and**

staff this policy along with the Code of Student Conduct **by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.**[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

{X} The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

{X} The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[\[3\]](#)

{X} The building principal shall annually notify parents/guardians of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.[\[3\]](#)

Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[\[2\]](#)[\[9\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[\[13\]](#)[\[14\]](#)

Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following: [\[1\]](#)[\[8\]](#)

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.

- e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side-effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.
4. **A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.**[\[1\]](#)
 5. **A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.**

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[\[1\]](#)

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. **If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.**[\[1\]](#)

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.[\[1\]](#)

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, **provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may** result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy **and applicable procedural safeguards.**[\[1\]](#)[\[2\]](#)[\[7\]](#)[\[16\]](#)[\[17\]](#)

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The **school nurse, other designated school employees and the** student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[\[1\]](#)

{X} Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration

of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

{X} Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors. [\[3\]](#)

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

{X} Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall: [\[3\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.

5. **Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.**
6. **Notify the school nurse or designee of the incident.**

{X} Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[\[3\]](#)

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

{X} Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[\[3\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

1. **The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.**
2. **The employee successfully completed the training required by this policy.**
3. **The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.**
4. **The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.**

NOTES:

If language regarding epinephrine auto-injector administration by school bus or school vehicle drivers is added to the policy, include a reference to Policy 810 with that language.

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Legal

1. [24 P.S. 1414.1](#)
2. [Pol. 103.1](#)
3. [24 P.S. 1414.2](#)
4. [24 P.S. 1401](#)
5. [22 PA Code 12.3](#)
6. [24 P.S. 510.2](#)
7. [Pol. 218](#)
8. [22 PA Code 12.41](#)
9. [Pol. 113](#)
10. [Pol. 209.1](#)
11. [Pol. 210](#)
12. [24 P.S. 1409](#)
13. [Pol. 113.4](#)
14. [Pol. 216](#)
15. [Pol. 810](#)
16. [Pol. 113.1](#)
17. [Pol. 227](#)
18. [42 Pa. C.S.A. 8332](#)
19. [42 Pa. C.S.A. 8337.1](#)
20. [42 Pa. C.S.A. 8541](#)
21. [42 Pa. C.S.A. 8545](#)
22. [24 P.S. 1414.9](#)
23. [42 Pa. C.S.A. 8547](#)
24. [42 Pa. C.S.A. 8548](#)

[Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector Administration, May 2018](#)

Last Modified by Frank Bruno on June 13, 2018



Book	Policy Manual
Section	800 Operations
Title	Transportation
Number	810 Vol III 2018
Status	First Reading

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, **lease**, equip, and maintain **school buses/vehicles and/or** contract for school bus/**vehicle** services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[11\]](#)

The Board shall **provide transportation for students with disabilities**, without regard to distance or hazardous walking conditions, **when required by the student's individualized education program (IEP) or Section 504 Service Agreement.**[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall **provide transportation for** eligible resident students who are enrolled in nonpublic schools **or charter schools as required** by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[20\]](#)[\[21\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[22\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[23\]](#)[\[24\]](#)

Delegation of Responsibility

The school bus/**vehicle** driver shall be responsible **to maintain order** while **students** are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)
3. **Provide each school bus/school vehicle driver with:**
 - a. **The Pennsylvania School Bus Driver's Manual;**
 - b. **The written rules for student conduct on buses/vehicles;**
 - c. **The procedures for evacuation drills; and**
 - d. **Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.**
4. {X} Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[25\]](#)
5. {X} Prepare a district map or schedule indicating each bus stop and bus route.[\[7\]](#)

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27][28][29]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

NOTES:

Title 22, Sec. 23.4 - discipline, field trips, contracted negotiations, records

Title 22, Sec. 23.6 - authorized passengers

Computation of distance - 1366

Field Trips – 24 P.S. Sec. 517 (farm show), 1361 (nonpublic); Title 22, Sec. 23.4

Ten-mile boundaries - 1361

Other boundaries - 1 ½ miles - 1362

Payments/reimbursements - 2541, 2542, Title 22 Sec. 23.31-23.40

Transportation - Title 22, Chapter 23

School Buses/Vehicles - Title 67, Chapter 171

Bus Drivers Minor Children – Title 22 Sec. 23.6

Definitions of motor vehicle – Vehicle Code – 75 Pa. C.S.A. Sec. 102

If the district has existing language in policy on transportation routes and stops, which addresses students being limited to a single bus stop or single residence, recommend reviewing the language with the solicitor based on recent court cases regarding student transportation and residency (*Watts v Manheim Township SD*, *Wyland v West Shore SD*). Consult Legal with questions.

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Legal

1. [75 Pa. C.S.A. 102](#)
2. [24 P.S. 1361](#)
3. [24 P.S. 1362](#)
4. [24 P.S. 1726-A](#)
5. [22 PA Code 23.1](#)
6. [22 PA Code 23.2](#)
7. [22 PA Code 23.4](#)
8. [Pol. 610](#)
9. [Pol. 611](#)
10. [Pol. 818](#)
11. [67 PA Code 447.1 et seq](#)
12. [22 PA Code 23.3](#)
13. [24 P.S. 1374](#)
14. [Pol. 103](#)
15. [Pol. 103.1](#)
16. [Pol. 113](#)
17. [Pol. 140](#)
18. [20 U.S.C. 6312](#)
19. [Pol. 255](#)
20. [42 U.S.C. 11432](#)
21. [Pol. 251](#)
22. [35 P.S. 4601 et seq](#)
23. [35 P.S. 4608](#)
24. [67 PA Code 212.101](#)
25. [Pol. 121](#)
26. [Pol. 209.1](#)
27. [Pol. 209.2](#)
28. [Pol. 210](#)
29. [Pol. 210.1](#)
30. [Pol. 113.4](#)
31. [Pol. 216](#)
32. [24 P.S. 1517](#)
33. [75 Pa. C.S.A. 4552](#)
34. [Pol. 805](#)
- [24 P.S. 1331](#)
- [24 P.S. 1365](#)
- [24 P.S. 1366](#)
- [24 P.S. 2541](#)
- [24 P.S. 2542](#)

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Book	Policy Manual
Section	800 Operations
Title	Contracted Services Personnel
Number	818 Vol III 2018
Status	First Reading

Purpose

In its effort to provide cost-effective programs, the Board **uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.**

Definitions

For purposes of this policy, contractor employee shall include an individual who:

- 1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and**
- 2. Has or will have direct contact with children.**

Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children. [\[1\]](#)

For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the district to provide services.

Authority

The **district** is required by law to ensure that independent contractors and **contractor** employees comply with the mandatory background check requirements for criminal history and child abuse certifications, **the employment history review requirement, and the arrest and conviction reporting requirements.** [\[2\]](#)[\[3\]](#)[\[4\]](#)

Guidelines

Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:

- 1. Mandatory requirements for criminal history **background checks**, child abuse **certifications**,**

employment history reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[\[5\]](#)

2. **A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.**[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)
3. **That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination** of the contract.

The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[11\]](#)

Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

Pre-Employment Requirements

Employment History Review -

Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a **contractor** employee to perform work for the district **in a position or assignment involving direct contact with children**. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current **contractor** employee and may report the information as permitted by law.[\[4\]](#)

Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.[\[4\]](#)

Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.

Criminal History -

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. **Contractor employees** shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[\[3\]](#)

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health. [\[12\]](#)[\[13\]](#)

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify the **independent** contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. **Contractor** employees shall also be required to report to the **independent** contractor, within seventy-two (72) hours of notification, that the employee **has been named as a perpetrator in a founded or indicated report pursuant to the** Child Protective Services Law. **The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.** [\[3\]](#)[\[11\]](#)

If the **independent** contractor receives notice of such arrest or conviction **or** that the **contractor** employee has been **named as a perpetrator in a founded or indicated report**, from either the **contractor** employee or a third party, the **independent** contractor shall immediately report, in writing, that information to the **Superintendent or designee**.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence. [\[3\]](#)[\[11\]](#)

{X} Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges. [\[14\]](#)

Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1. [\[15\]](#)[\[16\]](#)

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics: [\[1\]](#)

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [\[17\]](#)
3. District policy related to reporting of suspected abuse and sexual misconduct. [\[18\]](#)
4. Maintenance of professional and appropriate relationships with students. [\[19\]](#)

Employees of independent contractors who have direct contact with children are required to complete

a minimum of three (3) hours of training every five (5) years.[\[1\]](#)

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[18\]](#)[\[20\]](#)

Confidentiality

No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[\[21\]](#)[\[22\]](#)

NOTES:

Chapter 8 of the State Board of Education Regulations has not been updated since August of 1990 and does not reflect current statutory requirements.

Chapter 3490 of the Protective Services regulations of the Department of Human Services has not been updated since July 1999 and does not reflect current statutory requirements.

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Legal

1. [24 P.S. 1205.6](#)
2. [23 Pa. C.S.A. 6344](#)
3. [24 P.S. 111](#)
4. [24 P.S. 111.1](#)
5. [55 PA Code 3490.132](#)
6. [49 CFR Part 382](#)
7. [67 PA Code 71.3](#)
8. [75 Pa. C.S.A. 1612](#)
9. [75 Pa. C.S.A. 3802](#)
10. [Pol. 810.1](#)
11. [23 Pa. C.S.A. 6344.3](#)
12. [24 P.S. 1418](#)
13. [28 PA Code 23.44](#)
14. [75 Pa. C.S.A. 1606](#)
15. [24 P.S. 2070.9a](#)
16. [Pol. 317.1](#)
17. [24 P.S. 2070.1a et seq](#)
18. [Pol. 806](#)
19. [Pol. 824](#)
20. [23 Pa. C.S.A. 6311](#)
21. [Pol. 113.4](#)
22. [Pol. 216](#)
- 24 [P.S. 1362](#)
- 22 [PA Code 8.1 et seq](#)
- 23 [Pa. C.S.A. 6301 et seq](#)
- 75 [Pa. C.S.A. 1601 et seq](#)
- [Pol. 610](#)
- [Pol. 810](#)

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