

Falcon Care & ECE



Monroe Township School Age Program
Before & After School
Extended Learning Programs K-5
Family Handbook

Monroe Township Public Schools
423 Buckelew Ave
Monroe Township, NJ 08831

A message to our families....

Falcon Care

Our mission is to support Monroe Township School District families by offering quality before and after school age care. Our primary goal is to nurture each child's unique qualities and potential in a safe and caring environment. Professionally educated staff and exceptional resources will set the foundation for an atmosphere specifically designed to meet the needs of your child.

The goal of Falcon Care is to utilize fun and creativity to foster a love of learning. It is very important to us that your child receive extraordinary care in our program. We encourage a flexible atmosphere where the agenda can change quickly when something exciting or interesting happens. We focus on maximizing every extended learning opportunity to develop youth positively through a variety of approaches.

We know that choosing a childcare program is not an easy decision. It takes a lot of time and effort to find the one that will match the desires and needs of your family. We are pleased to accept the responsibility of making your child's experience with us as close to "home" as possible. We thank you for partnering with us in the well-being and development of your child.

Very Sincerely Yours,

Monroe Township Board of Education

Falcon Care/ ECE is managed by Monroe Township Board of Education

Superintendent of Schools: Mrs. Chari Chanley

Assistant Superintendent of Schools: Dr. Adam Layman

Business Administrator / Board Secretary: Mrs. Laura Allen

Program Director: Ms. Jeanie Corallo

Early Childhood Enrichment Program (ECE)- Is our kindergarten enrichment program, offered by the district to the families of Monroe. This is a tuition based program that provides students additional instructional programming developed and implemented by certified teachers. We provide transportation from your child's home school to our ECE program. For more information, please see our website.

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Falcon Care Contact Information

Falcon Care
115 Monmouth Rd.
Mill Lake Annex
Monroe Township, NJ 08831

Jeanie Corallo, Program Director

Lisa Cannata, Office Clerk

Phone Number 732-251-0266

Fax Number 732-251-0027

Office Hours 7:30am-3:30pm

Mill Lake Elementary School 732-251-5336 x8483
Morning Care
After Care

Woodland Elementary School 732-251-1177 x8626
Morning Care
After Care

Barclay Brook Elementary School 732-521-1000 x7307
Morning Care
After Care

Brookside Elementary School 732-521-1101 x7621
Morning Care
After Care

Oak Tree Elementary School 609-655-7642 x3406
Morning Care
After Care

Applegarth Elementary School 609-655-0604 x7120
Morning Care
After Care

Falcon Care Before & Aftercare – 7:00am to 9:00am & 3:00pm to 6:30pm

Program Hours

Falcon Care is available at the 6 elementary schools in our school district for grades K-5. Falcon Care staff are present for before and after school. Staff will also be present on all early dismissal days. Please see Falcon Care's calendar for complete details.

Parents have the option to pick up your children at 6pm or 6:30pm and there are different rates for each, please see tuition schedule. If you choose to pick up before 6pm, no adjustments will be made to your tuition.

Please be prompt when picking up your child at the end of the day and sign them out.

Falcon Care Staff Structure

The Falcon Care Program Director handles the daily operations of our program with an office located in the Mill Lake Annex. Our office Clerk can also be reached at the Falcon Care office.

Staff Structure at each location:

- *Site Coordinator: Our site coordinators handles curriculum, paperwork schedules, staff, and volunteers. They are hands on with both students and parents.
- *Group Leader: Our group leaders supervise the student groups and carry out the lesson plans. They are hands on with both students and parents.
- *Volunteers: Our volunteers donate their time to enhance our student's time at Falcon Care.

Program Routine

Sign In / Out: Parents / Guardians **MUST** sign children in and out on the attendance forms.

Morning Care Arrival: Each child must be brought in to the program site by the parent/guardian who will sign the child in on the attendance form no earlier than 7AM. This might appear to be inconvenient when you are in a hurry to get to work in the morning – but it is a legal requirement. It also enables you to receive important information and is your only way of knowing that your child will arrive at the program. Failure to follow this procedure may result in removal of your child from the program.

After Care Departure: A parent must come in and sign out on the attendance form. **NO child can be released to someone under 18 years of age.**

Cell Phones: As a courtesy to our staff and other parents, we ask that you refrain from speaking on your cell phone while dropping off or picking up your child.

Release of Children

Pick Up Authorization: Your enrollment forms provide space to list those people authorized to pick up your child after school. Your child will be released to no other person unless you have sent a note to the program authorizing that person to pick up your child. For emergency authorization, please call the Falcon Care office between 8am-3:30pm. They will confirm your call and instruct the staff accordingly. This authorized pick up person will be required to show identification.

If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the custodial parent must provide legal documentation to the Falcon Care office who will maintain a copy on file, and comply with the terms of the court order.

If a parent / guardian or designated person fails to pick up a child at the program's daily closing, the program shall ensure that:

1. The child is supervised at all times
2. Staff members will attempt to contact relatives and other designated people authorized for pick up
3. A ½ hour after closing time staff is authorized to call the Department of Children and Families 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until a parent or person authorized is able to pick up the child.
4. If a parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the staff members, the child would be placed in harm if released to such an individual, the program will ensure that the child will not be released to such an impaired individual and staff members will attempt to contact the child's other parent or an alternative person authorized for pick up. If the program is unable to make alternative arrangements for the pick-up of the child, a staff member will call the Department of Children and Family Services 24-hour Child Abuse Hotline to seek assistance in caring for the child.

While it is hoped that none of the procedures above will ever be implemented, such precautions are in place for the safety of the child in such unlikely events.

Attendance

If your child is present in school during the day but will not be attending Falcon Care on a scheduled day, a call should be placed before 11am. In addition to a phone call, a note should be sent in with your child to be given to his/her teacher or to the main office indicating that your child is to go home on the bus, as a pickup, or as a walker.

A Child Search Fee of \$25 will be charged if you have failed to notify us and we initiate a search. If your child is scheduled to attend and the staff has not received a call, a note, or a message from the teacher/office, your child will not be released to go home and will remain in the program. We will not rely on your child to tell us – we need confirmation from the parent / guardian.

If your child is absent for the school day or one who is sent home by the school nurse your child cannot attend Falcon Care for that day.

No credit or refunds are given for days absent.

School Closings and Inclement Weather

If weather conditions threaten a possible school closing, please check the district website. Below are possible scenarios and procedures.

*Schools Closed – All programs closed

*Delayed Opening – Falcon Care Morning Sessions open at 9a.m.

*Early Dismissal – If an early dismissal is called due to inclement weather there will be no Afternoon Falcon Care. Please call the school and notify the office how your child will get home.

Emergency Evacuation: If any emergency should occur and the school building is evacuated during program hours, your child will be transported to an alternate, secure site where all parents will be called immediately.

Enrollment

Parents of perspective students can go to the district's website to register online. Procure is the program we use for online registration and tuition payments.

The application, **non-refundable** registration fee, and 1st month's tuition is due at the time of enrollment. The 1st month's tuition is used as a security deposit to save your child's spot in the program. This is also **non-refundable**. The registration fee for the 1st child is \$35 and \$25 for the 2nd child. Families may enroll for 1, 2, 3, 4, or 5 days a week for the before and after school program. If less than 5 days a week are chosen parents must specify the days their child will be attending. No substitution of days will be permitted.

Kindergarten students attending the Early Childhood Enrichment (ECE) The application, **non-refundable** registration fee, and 1st month's tuition is due at the time of enrollment. The 1st month's tuition is used as a security deposit to save your child's spot in the program. This is also **non-refundable**. Families enrolled in ECE may choose between 3, 4, or 5 days a week. If less than 5 days a week are chosen parent must specify the days their child will be attending. No substitution of days will be permitted. Please note, that if your child attends less than 5 days a week, parents are responsible for picking up at Kindergarten dismissal on the days not in attendance.

When starting later in the year, all enrollment information must be completed and initial tuition paid **at least 7 days** before starting the program.

Schedule Changes

All schedule changes need to be sent in writing to the Falcon Care office by the 25th of the prior month. The 1st schedule change is no charge after that there is a \$35 charge for each change.

Program Withdrawal

Should a withdrawal be necessary, written notice must be given by the 25th of the prior month. If written notice is not given by the 25th of the prior month, the parent will still be responsible for that month's tuition payment. The notice must be provided **in writing** by mail or email to the Falcon Care office.

Tuition Payments & Fees

DUE: 1st of each month

LATE: 3 days after the 1st

Monthly tuition is due on or before the 1st of the month. All payment are made online through our Falcon Care System. Neither the District nor Falcon Care is responsible for ensuring you receive any billing notification. It is the responsibility of the parent/guardian to ensure that all payments are received timely whether or not any notification is received. A \$100 late fee shall be charged for any monthly tuition payments received after the 1st of the month. If monthly tuition fees (including any applicable late fees) are not received at the School by the 5th of the month, the children will not be readmitted to the program. Monroe Township Public Schools reserves the right to take legal action in pursuit of payment.

There is no credit given for scheduled school holidays, child’s illness, school closings due to inclement weather or “acts of God” or family vacations.

If you are traveling and have dis-enrolled your child from the district as per the attendance requirements, we cannot guarantee a spot when you return. If you would like to reserve your child’s spot, you must continue pay the monthly tuition.

Late Payment Fee – A late fee of \$100 per month will be assessed per family if received after the due date.

Program Change – There is no charge for the first program or schedule change, however any changes thereafter will incur a \$35 fee, per student.

Child Search Fee – A \$25 fee will be charged if the parent fails to notify the school or Falcon Care of a change from their regular schedule (i.e. a child is going home with a friend that specific day) and a search is initiated to find the child.

Rush Registration – If a rush registration (less than 7 days) is desired by the parent there will be a \$25 fee.

Late Pick Up Fee – A minimum of \$25 per child will be charged for the late pick up. After 15 minutes, there will be a \$2 per minute charge.

Medication Administration in Child Care Policy and Procedures

Although there is no assigned nurse on duty during the program hours, our staff will follow the medical policies and procedures which permit them to administer basic First Aid / CPR when necessary. For medical emergencies requiring medical attention beyond the scope of our staff, parents / guardians and 911 will be called.

Medication:

Falcon Care staff cannot and will not administer any medications, prescription or non-prescription, to any child, except as provided in Board Policy 5330 and Board Regulation 5330, Administration of Medication, which are located at the end of this handbook.

Child Sickness Policy:

Falcon Care adheres to the same health rules as Monroe Township Public Schools concerning dismissal from school due to an illness or injury. We would greatly appreciate that in the event your child is ill, to prevent the spread of illness, please do not send them to the Falcon Care program. All the parents would thank you. If your child is sent home during the regular school day, they may not come to Falcon Care that day. To provide for the safety and health of all children, we request that parents / guardians take responsibility for providing transportation home as soon as possible if your child has a temperature or contagious disease.

If a child does arrive to the program showing signs of ill health, the program will be unable to accept him/her. The exception to this requirement would be that a licensed physician has examined the child and indicated in writing that there would be no health risk to your child or others, and the child is capable of participating in all activities, including outdoor play.

Examples of health symptoms that require exclusion from the program include (but are not limited to):

- * severe pain or discomfort particularly in joints, abdomen, or ears
- * vomiting or diarrhea (2 or more incidents within a two hour period)
- * severe coughing or sore throat
- * ear temperature of 102.1 degrees or more accompanied by other behavior changes / symptoms
- * jaundice (yellow) skin or eyes
- * red eyes with discharge
- * infected, untreated skin patches/lesions or severe itching of body/scalp
- * difficult or rapid breathing
- * mouth sores with drooling
- * skin rashes in conjunction with fever or behavior changes
- * swollen joints, visibly enlarged lymph nodes or stiff neck
- * blood/pus from ears, skin, urine, stool
- * unusual behavior characterized by listlessness, loss of normal appetite, or confusion
- * symptoms of chicken pox, impetigo, lice, scabies, or strep throat

Table of Excludable Communicable Diseases

A child or staff member who contracts any of the following diseases may not return to the program without a physician's note stating that the child / staff poses no health risk to others.

Respiratory Illnesses

Chicken Pox**
German Measles*
Hemophilus Influenzae*
Measles *
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

*Reportable diseases that must be reported to the health department by the center

**Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

Discipline Policy

It is our policy to promote the use of positive discipline; the process of teaching children how to behave appropriately. This system respects the rights of the individual child, the group, and the adult. Positive discipline is different from punishment. Punishment tells children only what they should NOT do; positive discipline tells the children what they should do. Punishment teaches fear, positive discipline teaches self-esteem. Positive discipline instructs children as to what they should do. This policy of discipline is in accordance with our belief that children learn best in an environment where love, guidance, and encouragement promote the development of self-esteem.

Children are encouraged to use skills that will help them to resolve conflicts and have their needs met without the use of aggressive or destructive behavior. We always take into consideration the age and the individual needs of the child. We focus on the child's behavior not the child's personality. When situations occur that require intervention, staff will provide children with clear explanations as to why specific behaviors are inappropriate and help them find an alternative behavior that fits within program guidelines. If your child is having difficulty and is unable to manage his or her behavior, the Director may contact you to ask you to intervene or remove the child from the program. This will be used only as a last resort if all other means to help your child control his or her behavior have failed.

It is important to distinguish between what is discipline and what is not. Discipline is never shaming or isolating. It never involves the physical or verbal abuse of children. Discipline is defined as "training that develops self-control". It is a positive process that encourages children to relate effectively to others. Discipline is giving the child tools he/she needs to cope in a situation. **Discipline is not punishment.** Punishment emphasizes the negative aspects of changing a child's behavior.

Discipline requires:

- That a child feels genuinely loved, respected and valued.
- That you are an active listener.
- That you are in control of your feelings.

Physical restraints (a teacher holding a child) will not be used except as necessary to ensure a child's safety or that of others, and then for only as long as necessary for control of the situation. Parents will be informed if such an incident occurs, and they may request a conference at any time to discuss an acceptable behavior plan.

At no time will a child be subject to physical corporal punishment, humiliated, frightened or verbally abused by any member of our staff. Children are not to be disciplined for bathroom accidents, food consumption, or lack of participation in scheduled activities.

The Falcon Care environment is one of mutual respect among staff, children, and families. If there is a problem, please discuss the situation directly with the Site Coordinator, not with another parent or student. To arrange a private meeting, please contact the Site Coordinator

Personal Property

Falcon Care staff is not responsible for the loss of personal property, so please DO NOT bring these items to Before / After School Program:

- Jewelry
- Toys
- Trading Cards
- Electronics (DS, PSP)
- Cell phones, Tablets
- Radios, CD or MP3 players, iPods

Internet /Websites /Blogs

Falcon Care recognizes that many individuals choose to keep a personal website on the Internet and/or a web log (otherwise known as a “blog”). While our parents have the right, of course, to participate in these activities, Falcon Care also has an obligation to maintain and enhance the overall safety of the children of the program.

Therefore, Falcon Care respectfully requests that those parents who participate in a personal website or blog will **NOT** do any of the following:

- Disclose the street address, city, or any other descriptor of the program’s location
- Post pictures of children other than their own
- Post ANY information regarding any child or family (past or present, including their name) that attends the program
- Comment on the parenting habits of an individual or group that attends the program
- Discuss any activity that can potentially harm the reputation, credibility, or enrollment of Falcon Care

Final Word

The Board of Education and the Program Director reserve the right to deny, cancel, sever, or suspend a child’s enrollment if deemed in the best interest of the child or the school. In such cases, any unused tuition will be refunded.

If, after reviewing this Family Handbook, there are any questions or comments regarding Falcon Care and its policies, parents should feel free to speak with the Program Director.

POLICY**Monroe Township
Board of Education**

Section: Pupils

5330. ADMINISTRATION OF MEDICATION (M)

Date Created: June, 2003

Date Edited: November, 2011

5330- ADMINISTRATION OF MEDICATION (M)

[See POLICY MEMO Nos. 38 and 114]

[See POLICY ALERT Nos. 125, 126, 133, 144, 145, 157, 173 and 179]

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, or the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-

injector mechanism to the pupil.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3; 18A:40-12.4;
18A:40-12.5;
18A:40-12.6; 18A:40-12.7; 18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

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REGULATION

Monroe Township School District

Section: Pupils

5330. ADMINISTRATION OF MEDICATION (M)

Date Created: June, 2003

Date Edited: November, 2011

5330. ADMINISTRATION OF MEDICATION (M)

[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173 and 179]

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to pupils with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a pupil for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i).
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as

nurse practitioner/clinical nurse specialist from the State Board of Nursing.

10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the pupil.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent(s) or legal guardian(s) requests for the administration of medication in school must be made in writing and signed by the parents or legal guardian.
4. The parent(s) or legal guardian(s) must submit a certified statement written and signed by the pupil's physician. The statement must include:
 - a. The pupil's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the pupil for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s).
 - b. The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Administration of Epinephrine To Pupils

- 1. The parent(s) or legal guardian(s) may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a pupil for anaphylaxis provided that:**
 - a. The parent(s) or legal guardian(s) provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the pupil requires the administration of epinephrine for anaphylaxis.**
 - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The pupil's parent(s) or legal guardian(s) must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).**
 - c. The parent(s) or legal guardian(s) must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.**
 - d. The parent(s) or legal guardian(s) must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism.**
 - e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.**
 - f. The school nurse shall be responsible for the placement of the pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.**
 - g. The school nurse or designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.**
 - h. The school nurse or designee shall arrange for the transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's**

symptoms appear to have resolved.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a pupil with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent(s) or legal guardian(s) of the pupil must provide the Board written authorization for the self-administration of medication.
2. The parent(s) or legal guardian(s) of the pupil must also provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The pupil's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the pupil for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the pupil would not be able to attend school.
3. The parent(s) or legal guardian(s) of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent(s) or legal guardian(s) shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
4. The parent's and/or legal guardian's written authorization and the physician's written certification shall be reviewed by the Building Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the pupil is capable of self-administration of the medication. If it is determined the pupil may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the pupil's parent(s) or legal guardian(s),

- b. **The parent(s) or legal guardian(s) will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent,**
5. **Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and**
6. **Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.**

E. Custodianship of Medication

1. **Medications to be administered by the school nurse or a registered nurse:**
 - a. **All medications must be delivered to the school by the parent(s) or legal guardian(s).**
 - b. **All medications must be in the original container, with the prescription information affixed.**
 - c. **The school nurse shall be custodian of pupils' medication, which will be properly secured.**
 - d. **Any unused medication must be picked up by the pupil's parent(s) or legal guardian(s).**
 - e. **After reasonable efforts to have the parent(s) or legal guardian(s) retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.**
2. **Medications to be self-administered by a pupil:**
 - a. **Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a pupil must be kept in the pupil's possession.**
 - b. **No pupil may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.**
 - c. **Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the pupil, shall not cause severe illness or death.**
 - d. **Pupils who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the pupil's school day.**

- e. Notwithstanding any other law or regulation, a pupil who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the pupil does not endanger himself or other persons through misuse.

F. Administration of Medication

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent(s) or legal guardian(s) will be invited to attend. If neither the school nurse nor the parent(s) or legal guardian(s) can attend and the pupil does not have permission to self-administer medication and there is a risk that the pupil may suffer injury from lack of medication, the pupil may be excused from the event.

G. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a pupil to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).

H. Records

The school nurse shall include the following in a pupil's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report pupil self-administration of medication;

4. **Any side effects that resulted from the administration of medication; and**
5. **Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent(s) or legal guardian(s) removed the medication or, if the parent(s) or legal guardian(s) failed to remove the medication, the medication was destroyed and the date on which that occurred.**

I. Notification

1. **The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.**
2. **The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been given permission to self-administer medication.**
3. **The school nurse will inform the pupil's parent(s) or legal guardian(s) of any difficulty in the administration of medication or any side effects.**
4. **The school nurse will report to the school physician any pupil who appears to be adversely affected by the medication.**

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