BILLINGS PUBLIC SCHOOLS DOCUMENTATION FOR
DESIGNATED ADULT VOLUNTEER TO ADMINISTER EMERGENCY SEIZURE MED

GUIDELINE	PRACTICE
1) Definition--Designated adult-- administration of emergency seizure medication training: As used in this section, "designated adult" means a school district employee who voluntarily agrees to administer intranasal Midazolam/rectal Diastat/oral diazepam, lorazepam to the student in the event of a seizure-related emergency	SCHOOL DISTRICT STAFF PARTICIPATES ON VOLUNTARY BASIS or is on the Medical Emergency Response Team (MERT). Principal must be notified of emergency seizure medication volunteer. School Nurse (RN) must be notified of student with seizures to develop an individualized Health Care Plan.
2) In accordance with district Procedure 3416-P1: Appropriate volunteer school staff may be trained by a healthcare provider/provider's licensed designee, School Nurse or pharmacist on the administration of emergency seizure medication. A minimum of 3 volunteer staff members must be trained in all schools in which there is a student or students requiring emergency seizure medication(s). The appropriate paperwork must be completed and signed by the student's health care provider, volunteer school staff, and the parent/guardian. At least one trained staff member must be available at all times, including during class field trips, to administer the emergency medication to the student if necessary.	STAFF MUST ALREADY BE ASSIGNED TO STUDENT'S LOCATION or is on the (MERT). SIGNATURES INDICATE SELECTION & STAFF ACCEPTANCE. WRITTEN DOCUMENTATION OF THE TRAINING RECEIVED BY THE DESIGNATED ADULT VOLUNTEER MUST BE FILED AT THE SCHOOL.
4) A designated volunteer adult who has been trained, may administer emergency seizure medication to a seizure student in an emergency situation according to the student's individualized Health Care Plan and health care provider order. The emergency seizure medication must be provided to the school by the parent or guardian of the student.	STAFF MUST FAMILIARIZE THEMSELF WITH STUDENT'S INDIVIDUALIZED PLAN OF CARE AND EMERGENCY SEIZURE MEDICATION MUST BE PROVIDED BY PARENT OR GUARDIAN AND STORED IN A DESIGNATED LOCATION AT THE STUDENT'S SCHOOL.
5) Limits on liability: A designated volunteer adult who administers emergency seizure medication in accordance with district procedure is not liable to a person for civil damages resulting from administering emergency seizure medication unless the acts or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.	INDIVIDUAL STAFF ASSUMES LIMITED LIABILITY. Volunteer agreement is time limited to one school year. If student relocates within the district in that school year, this process must be initiated in the new setting.
6) The school district employing the designated volunteer adult is not liable to a person for civil damages resulting from the administration of the emergency seizure medication- unless the acts or omission is the result of gross negligence, willful or wanton misconduct, or an intentional tort.	BILLINGS PUBLIC SCHOOLS ASSUMES LIMITED LIABILITY FOR ALL EMPLOYEES ACTING WITHIN THE SCOPE OF THEIR EMPLOYMENT

SIGNATURE OF TRAINER: _____ DATE OF TRAINING: _____

Professional License Held: _____ Employer: _____

SCHOOL: _____

VOLUNTEER ADULT STAFF:

PRINTED NAME	SIGNATURE	DATE

01/23/25 HK RN