MEDICAL NEEDS AT SCHOOL

Emergency Medical Authorization

The Bluffton-Harrison Metropolitan School District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

Student Emergencies and Accidents

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, the Board directs Corporation employees to take all necessary steps to render assistance to the student in good faith (covered by the good samaritan law), which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid, emergency stock medication, or overdose intervention drugs within the limits of their knowledge of recommended practices. The Corporation may provide an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

Administering Medicine at School

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. Prescription and non-prescription medication may only be administered to a student with the prior written consent of the student's parent/guardian, and such written consent must be kept on file.

    a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (in the case of prescription medicine).

    b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.

2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information. Under no circumstances (including with or without a note) will a medication outside of its original packaging be administered to a student.

3. All prescription medicine, including medication administered by injection, student/parent/guardian-provided emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a prescription, a copy of the original prescription, pharmacy label, or physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication. This also applies to enteral nutrition requiring feedings or medication administration during school hours.

4. A physician prescription, note, or order is needed for over-the-counter (OTC) medications or dosages which are not advisable for children.

5. All medication administration will be documented and kept on file in the health office.

6. If the medication is to be discontinued prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation may not honor requests by parents to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines. However, if ordered by a health care provider with prescriptive authority in Indiana, the Corporation will assess such requests on a case-by-case basis.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

Parents/guardians are strongly advised to bring the medication to the school nurse's office. A student is permitted to bring medication directly to the school nurse's office, but the school will not be liable for lost or stolen medication that is brought to the school by a student, or those medications that are carried by a student. Except as provided below, students may not store medication in their locker, backpack, cubby, etc. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below. Students who need to carry and administer their own medication such as asthma inhalers, epinephrine auto injectors, or other emergency medications must have a signed and dated permission slip from the student's physician and parent/guardian.

The Corporation may fill a prescription or statewide standing order for albuterol, epinephrine, and a federal Food and Drug Administrative approved opioid overdose reversal medication, including nasal spray (collectively, "emergency medications") if such emergency medications are prescribed for schools or school corporations by an Indiana-licensed healthcare provider whose scope of practice includes the prescribing of medication or if the state health commissioner or the health commissioner's legally authorized designee, if any, issues a statewide standing order for such emergency medication for schools or school corporations. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the Corporation.

All emergency medication must be stored in a safe location where only school employees have access.

A school nurse may administer emergency medication obtained under this policy to a student, employee, or visitor of the school if such individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available. Such administration must be within the manufacturer's guidelines.

A school employee may administer emergency medication obtained under this policy to a student, employee, or visitor of the school if the administering employee has voluntarily received training in recognizing a life threatening emergency and in the proper administration of the emergency medication administration. Such training must be by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication. Such administration must be within the manufacturer's guidelines.

All emergency medication administration will be documented and kept on file in the health office.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.
The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

All overdose intervention drug medication administration will be documented and kept on file in the health office.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
    a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    b. the student has been instructed in how to self-administer the medication; and
    c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

The Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Students with diabetes, seizures, asthma, severe allergies, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication;
3. Students in grades 9-12 for the purpose of transporting the medication home; or
4. The student if the student's parent provides written permission for the student to receive the medication. (Note: This section does not apply to medication possessed by a student for self-administration under Indiana code as specified above).

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation) and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student unless the parent has produced a court order to the contrary. This policy shall not interfere with a health care provider's obligations under Indiana law, including a school nurse's potential obligation to comply with a valid DNR or POST under statutory procedures.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and then the school nurse will notify appropriate administrative personnel and initiate the procedures required to review the order and convene an interdisciplinary meeting. An Individualized Plan of Care (IPC) will be developed and implemented before the order is operationalized within the school setting. The school shall direct the parent/guardian to the hospital(s) where the student may be transported in an emergency and advise them to discuss the order with such facility.

Student Concussions and Sudden Cardiac Arrest

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes.

The following individuals must complete a sudden cardiac arrest training course approved by the Indiana Department of Education: head coach or assistant coach who coaches an athletic activity (including competitive or non-competitive cheerleading), a marching band leader, a drama or

musical leader, and a leader of an extracurricular activity in which students have an increased risk of sudden cardiac arrest activity as determined by the Indiana Department of Education in consultation with an appropriate organization. Such individuals may not lead or coach an activity in which students have an increased risk of sudden cardiac arrest until such training is complete and must complete the training every two (2) years thereafter. The training must include signs and symptoms, response, the use of automated external defibrillators (AEDs), and be approved by the IDOE. The provider of the training course shall provide a certificate of completion, and the Corporation shall maintain all certificates of completion for each individual required to undergo sudden cardiac arrest training.

There must be an AED present at athletic activities and marching band, drama, or musical events. In addition to completing the training as required above, a head coach, assistant coach, who coaches an activity, including cheerleading, marching band leader, drama, or musical leader shall"

- Ensure an operational AED present at the venue for each event in which s/he is providing coaching or leadership, and
- Inform all individuals who are coaching or providing leadership at the event of the location of the AED.

The Corporation shall:

- Develop a venue specific emergency action plan for sudden cardiac arrest which includes detailed instructions regarding how to respond to sudden cardiac arrest that includes elements recommended by the American Heart Association, Heart Safe Schools Program, or other nationally recognized evidence based program and indicates the location of the nearest AED at the venue.
- Share the plan with each head coach, assistant coach, and marching band, drama, or musical leader.
- Share the plan with students, before the beginning of the season for each athletic, band, drama, or musical activity.

Communicable Diseases

The Corporation will collaborate with and follow guidance from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy A325 Communicable Disease*.

Immunizations

Consistent with state law, the Bluffton-Harrison Metropolitan School District Board of School Trustees requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required

documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians through the official Corporation website.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

Examinations

The Corporation may conduct student physical examinations or screenings required by federal or state law (such as hearing and vision screening). In addition, the Corporation may require physical examinations or screenings for voluntary participation in athletic programs. The Corporation will also, with parental consent, administer physical examinations (such as a physical or occupational therapy evaluations) that are necessary for determining a student's need for related services as part of a Free, Appropriate Public Education (FAPE). Examinations or screenings administered by the Corporation will be conducted by appropriately qualified examiners.

Mental Health Treatment Notification

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring the student to a provider of mental health services.

Choking Incidents

Indiana law mandates that all teachers be trained in CPR, removing a foreign body obstructing an airway, the Heimlich maneuver, and use of an AED. Teachers must be certified in accordance with Indiana law. In the event of a choking incident at school, staff members shall remain calm and immediately assess the situation to determine the best course of action in line with their training.

All schools within the Corporation shall make single-use airway clearance devices known as "LifeVac"s available for use. The Corporation shall provide cafeteria staff and supervisors the necessary information, training, and materials to effectively administer LifeVac treatment to students and faculty who are severely choking and in need of immediate relief. As of June 2024, LifeVac is neither approved by the FDA nor endorsed by the American Red Cross, and therefore should only be used as a last resort if CPR/AED certified protocol is ineffective, not as a first line of treatment.

I.C. 20-34-3-18
I.C. 20-34-3-21
I.C. 20-34-3-26
I.C. 20-33-8-13
I.C. 20-34-7 *et. seq.*
I.C. 20-34-8
I.C. 34-30-12-1
I.C. 16-36-5-19
I.C. 16-36-6 et. seq.
I.C. 20-28-5.5-1(b)
I.C. 20-34-5
I.C. 20-34-4.5-1I.C. 34-30-14-6
I.C. 16-42-27-1 *et seq.*
I.C. 16-18-2-1 *et seq.*
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Bluffton-Harrison Metropolitan School District

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