

TRUMBULL PUBLIC SCHOOLS
 TRUMBULL, CONNECTICUT
 Trumbull Board of Education Policy Committee
 Long Hill Administration Building
 January 20, 2016 5:30 – 7:00 p.m.

AGENDA

	<u>Presenter*</u>	<u>Anticipated Action</u>
I. PRELIMINARY BUSINESS		
A. Call to Order / Introduction	ST	
B. Correspondence	ST	
C. Public Comment	ST	
II. REPORTS / ACTION ITEMS		
A. Approval of Minutes – Regular Meeting, November 18, 2015	ST	
B. Report, Administrative Designee	JB	
C. Board of Education Meeting Updates	ST	
a. Jan. 5, 2016 Second Readings		
i. Non-Discrimination in Instruction/Classroom, Policy Code 6121.4	ST	
ii. Health Assessments and Immunizations, Policy Code 5141.3	ST	
b. Jan. 19, 2016 First Readings		
i. Concussions, Policy Code 5141.7	ST	to BOE 2 nd Rdng. 2/16/16
ii. Student Standard of Conduct, Policy Code 5131	ST	to BOE 2 nd Rdng. 2/16/16
iii. Reporting of Child Abuse, Neglect, and Sexual Assault, Policy Code 5141.4	ST	to BOE 2 nd Rdng. 2/16/16
iv. Use of Physical Force: Seclusion and Restraint, Policy Code 5144.1	ST	to BOE 2 nd Rdng. 2/16/16
v. Homebound and Hospitalized Instruction, Policy Code 6173	ST	to BOE 2 nd Rdng. 2/16/16
D. Approval of 2016 Committee Meeting Dates	ST	
III. POLICY REVIEW/DISCUSSION		
A. Trumbull High School Performance Standards Requirements for Graduation, Policy Code 5123.1	JB	to BOE 1 st Rdng. 2/2/16
B. Code of Ethics, Policy Code 4118.22	JB	to BOE 1 st Rdng. 2/2/16
C. Administration of Medication by School Personnel, Policy Code 5141.21	JB	to BOE 1 st Rdng. 2/2/16

* ST: Suzanne Testani; JB: Dr. Jonathan Budd

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

**POLICY COMMITTEE
MEETING DATES**

2016

January 20, 2016

February 17, 2016

March 16, 2016

April 20, 2016

May 18, 2016

June 15, 2016

[No meeting in July]

August 10, 2016

September 21, 2016

October 19, 2016

November 16, 2016

[No meeting in December]

5123.1/Trumbull High School Performance Standards Requirements for Graduation

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5123.1/Trumbull High
School Performance
Standards
Requirements for
Graduation**

**TRUMBULL HIGH SCHOOL PERFORMANCE STANDARDS
REQUIREMENTS FOR GRADUATION**

Policy Statement

It is the policy of the Trumbull Board of Education to specify the basic skills necessary for graduation and to include a process to assess a student's level of competency in such skills. Graduation requirements will be met by demonstrating competency in the skills identified by the Trumbull Board of Education.

Adopted: 6/4/2002
Revised: 6/22/2011, ?/?/2016

References

- Connecticut Public Act 15-237, "An Act Concerning High School Graduation"
- Connecticut Public Act 15-238, "An Act Concerning Students Assessments"
- Connecticut General Statutes §§ 10-14n, 10-221a, 10-233a

5123.1/Trumbull High School Performance Standards Requirements for Graduation

Regulations

Class of 2011 and beyond

1. Credit Requirements

A student must have earned a minimum of 22 credits and must have met the credit distribution requirement in order to graduate from Trumbull High School.

Each student must be scheduled for a minimum of five and one-half credits each year.

Credit Distribution Requirement – All of the following credits must be earned by passing each course in grades nine through twelve:

SUBJECT AREA	CREDITS
Mathematics	3.0
English	4.0
Social Studies	3.0
• U.S. History* – 1	
• Civics* – 0.5	
Physical Education	1.5
Science	3.0
Business Ed./Family and Consumer Science/ Fine Arts/Tech	1.0
Health and Safety Education	0.25
Electives (minimum)	6.25
TOTAL CREDITS REQUIRED	22.0

* ~~CT State Dept. of Education~~ The Connecticut State Board of Education mandates that all students pass U.S. History and one semester of Civics.

Other course requirements are included in the ~~Program of Studies book~~ *Trumbull High School Program of Studies*, as well as in its supplements.

2. Performance Criteria

~~In addition to the credit requirements, a student must meet the performance criteria in mathematical and verbal literacy by demonstrating competency in a, b, or c, or any combination thereof, as outlined below:~~

- a. ~~Earn a score of proficient or above on the Connecticut Academic Performance Test (CAPT) administered in grade 10 (or re-administered in grade 11) in Mathematics and Writing Across the Disciplines; BEGINNING WITH THE CLASS of 2015, earn a score of proficient or above on the Connecticut Academic Performance Test (CAPT) administered in grade 10 (or re-administered in grade 11) in Mathematics, Writing~~

Comment [T1]: These requirements are slated to change for the Class of 2021. We will await further direction from the legislature this summer before proceeding with Policy changes to this section.

5123.1/Trumbull High School Performance Standards Requirements for Graduation

~~Across the Disciplines, Reading Across the Disciplines, and Science. (Note: All students are required to take the CAPT in grade 10.)~~

- ~~b. Meet or exceed the National Average score for the SAT I, SAT II, or ACT.~~
- ~~e. Meet the Trumbull High School Performance Task requirement in grade 11 or 12 in mathematical, verbal and *scientific literacy (*beginning with the class of 2015).~~

~~Transfer students may be exempt from the Trumbull Public Schools Graduation Performance Standards Requirement if they have completed three (3) years of high school elsewhere.~~

~~Special education students may be exempted from the Trumbull Public Schools Graduation Requirements if indicated in their Individual Education Plans.~~

A. Attainment of Performance Standards

For the Class of 2016, each student must meet performance criteria in (1) evidence-based reading and writing literacy; (2) mathematics literacy; and (3) science literacy.

1. Evidence-Based Reading and Writing Literacy

- (a) A student may meet or exceed the national average score for the SAT in evidence-based reading and writing taken prior to graduation; or
- (b) A student may meet or exceed the national average score on an administration of the SAT Subject Test in Literature; or
- (c) A student may meet or exceed the national average score on an administration of the ACT in English or Reading; or
- (d) A student may attain a grade of C- or higher on the final examination for grade 11 English; or
- (e) A student may successfully complete the Trumbull High School Performance Task requirement in evidence-based reading and writing.

2. Mathematics Literacy

- (a) A student may meet or exceed the national average score for the SAT in mathematics taken prior to graduation; or
- (b) A student may meet or exceed the national average score on an administration of an SAT Subject Test in Mathematics; or
- (c) A student may meet or exceed the national average score on an administration of the ACT in Mathematics; or
- (d) A student may attain a grade of C- or higher on the final examination for grade 11 mathematics; or
- (e) A student may successfully complete the Trumbull High School Performance Task requirement in mathematics.

3. Science Literacy

- (a) A student may earn a score of proficient or above on the Connecticut Academic Performance Test (CAPT) in science taken in grade ten; or

Comment [T2]: This section of the Policy needs immediate revision in order to accommodate that current high school students have not taken the CAPT except in science. The new language, which follows, more clearly separates out options for the three types of literacy performance standards, setting comparable benchmarks for the Class of 2016.

5123.1/Trumbull High School Performance Standards Requirements for Graduation

- (b) A student may meet or exceed the national average score on an administration of an SAT Subject Test in Biology, Chemistry, or Physics; or
- (c) A student may meet or exceed the national average score on an administration of the ACT in Science; or
- (d) A student may successfully complete the Trumbull High School Performance Task requirement in science.

A transfer student will be exempt from this section (“Attainment of Performance Standards”) of the policy if he or she has successfully completed three (3) years of high school elsewhere.

A special education student may be exempted from this section (“Attainment of Performance Standards”) of the policy on the determination of his or her Planning and Placement Team.

Parents and students will be notified via certified mail if any Performance Standards have not been attained.

Teachers will be provided a list of all seniors who have not met any Performance Standards.

4. Additional Options for Meeting Graduation Performance Standards

A student who does not meet any of the graduation performance standards outlined above may meet the standard by any of the following means:

- (a) The student may enroll in a school-approved summer school or adult education program and meet the standard through the assistance of that program; or
- (b) The student may return to the Trumbull Public Schools as a fifth-year student and meet the standard in the fifth year of study; or
- (c) The student may make individualized arrangements, approved by the relevant department chair and by the Trumbull High School Principal, for re-testing to meet the standard; or
- (d) The student may appeal in writing to the Superintendent of Schools and the Trumbull High School Principal for a special exemption. Appeals must be received at least five days prior to the graduation ceremony, and appeal decisions are final.

Comment [T3]: These statements have been moved, with minor adjustments, from later in the policy since they relate solely to “Performance Criteria.”

3. Community Service

Community service is a graduation requirement for all students. The rubric for successful completion of this element will be distributed to each grade nine student upon entering Trumbull High School. The Guidance Department will maintain the information and report participation annually to the parent/guardian via the report card. A score of “Needs Improvement” by rubric standards will fulfill the minimum graduation requirement.

Notification

5123.1/Trumbull High School Performance Standards Requirements for Graduation

~~Parents and students~~ will notified within four weeks of the start of the student's junior year and senior year through certified mail if the Performance Criteria have not been met.

~~Teachers~~ will be provided a list of all juniors and seniors who have not met Performance Criteria within four weeks of the start of the school year.

Options if Graduation Performance Standards Requirement is Not Met

- ~~• Attend a school approved Summer School program and pass the requirement~~
- ~~• Return to the Trumbull Public schools as a fifth year student and pass the requirement~~
- ~~• Enroll in a school approved Adult Education program and pass the requirement~~
- ~~• Make individualized arrangements for re-testing to meet the Performance Standards Requirement.
Arrangements must be approved by the Department Chairperson and Principal.~~
- ~~• Make a written appeal to the superintendent and the principal for a special exemption from one or more of the graduation performance standards. Appeals must be received at least five days before graduation. Decision of this appeal is final.~~

POLICY OVERVIEW FORM

Policy Title: Code of Ethics

Section: 4000 **Category:** Personnel **Code:** 4118.22

New: X **Revision:**

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 **Email:** buddj@trumbullps.org

Need for New Policy/Revision: This proposed new policy is a recommended best practice policy
that incorporates the Connecticut Code of Professional Responsibility for Teachers and the
Connecticut Code of Professional Responsibility for Administrators.

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent: _____ **Date:** _____

Policy Committee Chair: _____ **Date:** _____

ENTIRE PROPOSED POLICY IS NEW

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified and
Non-Certified**
POLICY CODE: **4118.22/Code of Ethics**

CODE OF ETHICS

Policy Statement

Certified teachers, including both permanent and temporary personnel, both full-time and part-time, should observe professional ethics and cooperate with and support the administration in demonstrating knowledge of the Connecticut Code of Professional Responsibility for Teachers. See Appendix A.

Certified administrators, including both permanent and temporary personnel, both full-time and part-time, should observe professional ethics and cooperate with and support the administration in demonstrating knowledge of the Connecticut Code of Professional Responsibility for School Administrators. See Appendix B.

Adopted: ??/2016

References

- Connecticut State Department of Education Regulation §10-145d-400a: Connecticut Code of Professional Responsibility for Teachers
- Connecticut State Department of Education Regulation §10-145d-400b: Connecticut Code of Professional Responsibility for School Administrators

ENTIRE PROPOSED POLICY IS NEW**Connecticut Code of Professional Responsibility for Teachers****Preamble**

The Code of Professional Responsibility for Teachers is a set of principles which the teaching profession expects its members to honor and follow. These principles set forth, on behalf of the teaching profession and the public it serves, standards to guide conduct and the judicious appraisal of conduct in situations that have professional and ethical implications. The Code adheres to the fundamental belief that the student is the foremost reason for the existence of the profession.

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. Therefore, the teacher accepts both the public trust and the responsibilities to practice the profession according to the highest possible degree of ethical conduct and standards. Such responsibilities include the commitment to the students, the teaching profession, and the community.

Consistent with applicable law, the Code of Professional Responsibility for Teachers shall serve as a basis for decisions on issues pertaining to licensure and employment. It shall apply to all teachers licensed by or individuals seeking licensure from the State of Connecticut. For the purposes of this section, “teacher” means a person who is applying for, who holds or who is employed under a teaching certificate, or other equivalent certificate, issued by the State Board of Education.

Responsibility to the Student

- (1) The professional teacher, in full recognition of his or her obligation to the student, shall:
 - (a) Recognize, respect and uphold the dignity and worth of students as individual human beings, and, therefore, deal justly and considerately with students;
 - (b) Engage students in the pursuit of truth, knowledge and wisdom and provide access to all points of view without deliberate distortion of subject matter;
 - (c) Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion, or sexual orientation;
 - (d) Foster in students the full understanding, application and preservation of democratic principles and processes;
 - (e) Guide students to acquire the requisite skills and understanding for participatory citizenship and to realize their obligation to be worthy and contributing members of society;
 - (f) Assist students in the formulation of value systems and worthy, positive goals;

ENTIRE PROPOSED POLICY IS NEW

- (g) Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
 - (h) Strive to develop within students fundamental critical thinking skills and problem-solving techniques;
 - (i) Remain steadfast in guaranteeing equal opportunity for quality education for all children, and not unlawfully discriminate; and
 - (j) Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice.
- (2) The professional teacher, in full recognition of his or her obligation to the student, shall not:
- (a) Abuse his or her position as a professional with students for private advantage;
 - (b) Sexually or physically harass or abuse students;
 - (c) Emotionally abuse students; or
 - (d) Engage in any misconduct which would put students at risk.

Responsibility to the Profession

- (1) The professional teacher, in full recognition of his or her obligation to the profession of teaching, shall:
- (a) Conduct himself or herself as a professional realizing that his or her action reflects directly upon the status and substance of the profession;
 - (b) Uphold the professional teacher's right to teach effectively;
 - (c) Uphold the principle of academic freedom;
 - (d) Strive to exercise the highest level of professional judgment;
 - (e) Assume responsibility for his or her professional development;
 - (f) Encourage the participation of teachers in the process of educational decision-making;
 - (g) Promote the employment of only qualified and fully licensed teachers;
 - (h) Encourage promising, qualified and competent individuals to enter the profession;
 - (i) Decline any gratuity, gift or favor that would impair or influence professional decisions or actions; and
 - (j) Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law or professional practice.

ENTIRE PROPOSED POLICY IS NEW

- (2) The professional teacher, in full recognition of his or her obligation to the profession of teaching, shall not:
- (a) Obtain licensure or employment by misrepresentation or fraud;
 - (b) Misrepresent his, her or another's professional qualifications or competencies; or
 - (c) Engage in any misconduct which would impair his or her ability to teach.

Responsibility to the Community

- (1) The professional teacher, in full recognition of the public trust vested in the teaching profession, shall:
- (a) Be cognizant of the influence of teachers upon the community-at-large, and, therefore, shall not knowingly misrepresent facts or make false statements;
 - (b) Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
 - (c) Promote the principles and ideals of democratic citizenship; and
 - (d) Endeavor to secure equal educational opportunities for all children.
- (2) The professional teacher, in full recognition of the public trust vested in the teaching profession, shall not:
- (a) Exploit the educational institution for personal gain; or
 - (b) Be convicted in a court of law of a crime involving moral turpitude or of any crime of such nature that violates such public trust.

ENTIRE PROPOSED POLICY IS NEW**Connecticut Code of Professional Responsibility for School Administrators****Preamble**

The Code of Professional Responsibility for School Administrators reaffirms and codifies the principles and standards that have guided the school administrator profession over the years. The principles set forth in this Code are intended to guide the conduct and assist in the appraisal of conduct for the members of the profession and the public they serve. The Code cannot, and does not, address every situation in which choices and decisions must be made. The Code recognizes the ability of the members of the profession to make administrative decisions that are in the best interest of the students and all individuals associated with the school district in which the members serve.

The Code adheres to the fundamental belief that the student is the foremost reason for the existence of the profession. Administrators must focus the energies of schools on student learning above all else. In addition, the Code recognizes the responsibility of administrators to the public, their colleagues and all staff members to foster high standards for professional educators, provide leadership, encourage diversity in curriculum and staff, and promote a quality educational program. By setting forth a Code of Professional Responsibility for School Administrators separate from the code applicable to teachers, there is a recognition of the similar but different responsibilities that the two groups have to the students they serve. Both Codes seek to codify standards for the education profession to promote a quality system of education for the students in our State. The additional responsibility an administrator accepts in the performance of his or her duties is reflected in this Code.

Responsibility to the Student

The professional school administrator, in full recognition of obligation to the student, shall:

- (a) Make the well-being of students the fundamental value in all decision making and actions;
- (b) Recognize, respect and uphold the dignity and worth of students as individuals and deal justly and considerately with students;
- (c) Promote in students pursuit of truth, knowledge and wisdom, and provide access to all points of view without deliberate distortion of subject matter;
- (d) Nurture in students lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion, or sexual orientation;
- (e) Foster in students the full understanding, application and preservation of democratic principles and processes;
- (f) Guide students to acquire the required skills and understandings for participatory citizenship and to realize their obligation to be worthy and contributing members of society;

ENTIRE PROPOSED POLICY IS NEW

- (g) Assist students in the formulation of positive goals;
- (h) Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
- (i) Develop within students fundamental critical thinking skills and problem-solving techniques;
- (j) Ensure quality education for all students;
- (k) Maintain confidentiality of all information concerning students obtained in the proper course of the educational process and dispense the information when prescribed or directed by law, governing board policy or professional practice;
- (l) Ensure that all students are provided educational opportunities in environments safe from sexual, physical, and emotional abuse; and
- (m) Promote ongoing development and evaluation of curriculum.

Responsibility to the Profession and Staff

The professional teacher, in full recognition of obligations to the profession, shall:

- (a) Maintain the highest standards of professional conduct, realizing that one's behavior reflects directly upon the status and substance of the profession;
- (b) Engage in administrative, supervisory and evaluative practices with staff members and provide leadership to ensure the highest standards of services for students;
- (c) Encourage student learning through the effective support of all staff engaged in the learning process;
- (d) Encourage the participation of administrators and teachers in the process of curriculum development and educational decision making;
- (e) Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development for self and staff;
- (f) Promote the employment of only qualified, certified educators, and qualified non-certified staff;
- (g) Encourage promising, qualified and competent individuals to enter the education profession; and
- (h) Maintain the confidentiality of all information obtained in the proper course of one's administrative duties and dispense the information when prescribed or directed by law, governing board policy or professional practice.

Responsibility to the Community

ENTIRE PROPOSED POLICY IS NEW

The professional school administrator, in full recognition of the public trust vested in the education professional, shall:

- (a) Be cognizant of the influence of school administrators upon the community at large, and, therefore, not knowingly misrepresent facts or make false statements;
- (b) Obey local, state and national laws;
- (c) Implement the governing board policies and administrative rules and regulations;
- (d) Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
- (e) Pursue appropriate measures to address those laws, policies and regulations that are inconsistent with sound educational goals;
- (f) Avoid misusing administrative position for personal gain;
- (g) Honor professional contracts until fulfillment, release or dissolution mutually agreed upon by all parties to contracts;
- (h) Promote the principles and ideals of democratic citizenship; and
- (i) Endeavor to secure equal educational opportunities for all children.

Responsibility to the Student's Family

The professional school administrator, in full recognition of the responsibility to the student's family, shall:

- (a) Respect the dignity of each family, its cultures, customs and beliefs;
- (b) Promote and maintain appropriate, ongoing and timely written and oral communications with the family;
- (c) Respond in a timely fashion to families' concerns;
- (d) Consider the family's perspective on issues involving its children;
- (e) Encourage participation of the family in the educational process; and
- (f) Foster open communication among the family, staff and administrators.

POLICY OVERVIEW FORM

Policy Title: Administration of Medication by School Personnel

Section: 5000 Category: Students Code: 5141.21

New: Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This proposed policy revision is necessitated by statutory changes to the administration of medication by school personnel, most recently in regard to administration of epinephrine and administration of anti-epileptic medication. The policy revision is a total one to conform to CABE's recommended language on this mandatory policy.

State Statute if applicable: Various; referenced in proposed Policy revision.

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent: Date:

Policy Committee Chair: Date:

5141.21/Administration of Medication by School Personnel

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5141.21/Administration of
Medication by School
Personnel**

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Policy Statement

The purpose of this policy is for the Trumbull Board of Education to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable Connecticut State Department of Education Regulations 10-212a-1 through 10-212a-10, inclusive, as amended. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the Town Director of Nursing, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or, in the absence of a nurse, by qualified personnel for schools. The District's School Medical Advisor shall approve this policy, its regulations, and any changes prior to adoption by the Board.

Adopted: 2/6/1979
Revised: 11/28/1986, 6/6/1990,
5/5/1992, 9/6/1994, 4/18/1995,
10/1996, 9/20/2011, ?/?/2016

References

- Connecticut Public Acts 99-2, 03-211, 04-181, 07-241, 07-252, 09-155, 12-198, 14-176, & 15-215
- Connecticut General Statutes §§ 10-206, 10-212, 10-212a, 10-220j, 19a-900, 20-12d, 20-94a, 21a-240, 29-17a, & 52-557b
- Connecticut State Department of Education Regulations 10-212a-1 through 10-212a-10, inclusive, as amended

Comment [T1]: The Policy Statement and accompanying regulations that follow are a total revision to conform to CABE's recommended language.

5141.21/Administration of Medication by School Personnel

I. Definitions

“Administration of medication” means any one of the following activities: handling, storing, preparing, or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

“Advanced practice registered nurse” means an individual licensed pursuant to Connecticut General Statutes § 20-94a.

“Authorized prescriber” means a physician, a dentist, an optometrist, an advanced practice registered nurse, or a physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

“Before- and after-school program” means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extracurricular activities.

“Cartridge injector” means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

“Controlled drugs” means those drugs as defined in Connecticut General Statutes § 21a-240.

“Cumulative health record” means the cumulative health record of a student mandated by Connecticut General Statutes § 10-206.

“Director” means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

“Eligible student” means a student who has reached the age of eighteen or is an emancipated minor.

“Error” means:

(1) the failure to do any of the following as ordered:

(a) administer a medication to a student;

(b) administer medication within the time designated by the prescribing physician;

(c) administer the specific medication prescribed for a student;

5141.21/Administration of Medication by School Personnel

- (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route; and/or
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Connecticut General Statutes § 10-212a and 10-212a-2 of the Regulations of Connecticut State Agencies.

“**Extracurricular activities**” means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

“**Guardian**” means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor’s welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces, and major medical, psychiatric or surgical treatment.

“**Intramural athletic events**” means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

“**Interscholastic athletic events**” means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

“**Investigational drug**” means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety, and side effects and which has not yet received FDA approval.

“**Licensed athletic trainer**” means a licensed athletic trainer employed by the District pursuant to Chapter 375a of the Connecticut General Statutes.

“**Medication**” means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes § 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

“**Medication emergency**” means a life-threatening reaction of a student to a medication.

5141.21/Administration of Medication by School Personnel

“Medication plan” means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan, or a medication administration form.

“Medication order” means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and/or generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

“Nurse” means an advanced practice registered nurse, a registered nurse, or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

“Occupational therapist” means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

“Paraprofessional” means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

“Physical therapist” means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

“Physician” means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

“Physician assistant” means an individual licensed to prescribe medications pursuant to § 20-12d of the Connecticut General Statutes.

“Principal” means the administrator in the school.

“Qualified medical professional”, as defined in Connecticut General Statutes § 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with § 20-94a, or a physician assistant licensed to prescribe in accordance with § 20-12d.

“Qualified personnel for schools” means (a) a qualified school employee who is a full-time employee or is a coach, athletic trainer, or school paraprofessional or, (b) for school readiness programs and before- and after-school programs, means the Director or Director’s designee and any lead teachers and school administrators who have been trained in the administration of medications. For school readiness programs and before- and after-school programs, Directors or

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Director's designee, lead teachers, and school administrators who have been trained in the administration of medication may administer medications pursuant to 10-212a-10 of the Regulations of Connecticut State Agencies.

“Qualified school employee”, as defined in Connecticut General Statutes § 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach, or school paraprofessional.

“Research or study medications” means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

“School” means any educational facility or program which is under the jurisdiction of the Board, excluding extracurricular activities.

“School medical advisor” means a physician appointed pursuant to Connecticut General Statutes § 10-205.

“School nurse” means a nurse appointed in accordance with Connecticut General Statutes § 10-212.

“School nurse supervisor” means the Town Director of Nursing.

“School readiness program” means a program that receives funds from the Office of Early Childhood for a school readiness program pursuant to subsection (b) of § 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of § 19a-77 of the Connecticut General Statutes.

“Self-administration of medication” means the control of the medication by the student at all times and self-management by the student according to the individual medication plan.

“Supervision” means the overseeing of the process of the administration of medication in a school.

“Teacher” means a person employed full-time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and who has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies 10-212a-1 through 10-212a-7.

II. General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines

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promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and the School Medical Advisor in the administration of medication with injectable equipment used to administer glucagon. The school nurse and the School Medical Advisor must attest that the qualified school employee has completed such training and that the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an EpiPen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Trumbull Board of Education that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (a physician, a dentist, an optometrist, an advanced practice registered nurse, or a physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, or any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of, the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medications in the absence of a

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licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

III. Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and the School Medical Advisor, may administer medications, including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and must be pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

IV. Administration of Medications in School Readiness Programs and Before- and After-School Programs

Directors, or their designees, who may include lead teachers or school administrators who have been properly trained, may administer medications to students, as delegated by the school nurse or other registered nurse, in school readiness programs and before- and after-school programs that are child care programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, 10-212a-10, to children enrolled in these programs.

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any District school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers, or school administrators.

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Properly trained Directors, Directors' designees, lead teachers, or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse, or registered nurse.

The administration shall determine, in cooperation with the School Medical Advisor and the Town Director of Nursing, whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, the written authorization of the child's parent or guardian, the written approval of the school nurse (meaning that the nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication), and the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians, and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction, a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision-making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic, or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision-making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of 10-212a-5 inclusive of the Regulations of Connecticut State Agencies.

Where possible, a separate supply of the child's medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should

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be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

Documentation and record-keeping shall be done in compliance with the stipulations outlined in the administrative regulations accompanying this policy.

V. Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions; and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored: in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulations pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

VI. Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by Connecticut Public Act 14-176, shall maintain epinephrine in

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cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (e.g., EpiPens) for such emergency use.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an EpiPen or other cartridge injector.

Following the emergency administration of epinephrine by a qualified school employee to a student who does not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional, such administration must be reported immediately to the school nurse or the School Medical Advisor, and to the student's parent/guardian by the school nurse or the qualified school employee, and a medication administration record shall be submitted by the qualified school employee at the earliest possible time, but not later than the next school day. Such record must be filed in or summarized on the student's cumulative health record.

The parent/guardian of a student may submit, in writing, to the school nurse and the School Medical Advisor, that epinephrine shall not be administered to his/her child although permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing that this emergency use of epinephrine for previously undiagnosed students, per statute, is to take place during "regular school hours," establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

VII. Administration of Anti-Epileptic Medications to Students

Comment [T2]: This new section is required by Connecticut Public Act 14-176.

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With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse and the School Medical Advisor shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education in consultation with the School Nurse Advisory Council.

The school nurse and the School Medical Advisor shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach, or school paraprofessional.

Comment [T3]: This new section is required by Connecticut Public Act 15-215.

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TRUMBULL BOARD OF EDUCATION	SECTION: 5000
BOARD OF EDUCATION	CATEGORY: Students
POLICY MANUAL	POLICY CODE: 5141.21 Administration of Medication by School Personnel

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Policy

In compliance with Connecticut General Statutes 10-212a, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short-term health problems.

Medications will be administered pursuant to the written order of an authorized and licensed prescriber and the written consent of the parent or guardian.

Medications in the school will be administered by a licensed nurse, or in the absence of a nurse, by principals, teachers, intramural and interscholastic coaches, licensed physical or occupational therapists employed by the school, or paraprofessionals, under certain circumstances as described in the following regulations, who have been properly trained.

~~Adopted: 2/6/79~~
~~Approved Revision: 11/28/86, 6/6/90~~
~~5/5/92, 9/6/94 (no changes),~~
~~4/18/95, 10/96, 9/20/2011~~

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Regulations

GENERAL PROCEDURES

The following general procedures apply to all instances of medication administration in Trumbull Public Schools.

Medicinal preparations (medications), including such controlled drugs as the Commissioner of Consumer Protection designates by regulation, shall be administered to children in the Trumbull Public Schools by qualified school nurses according to the policy and procedures of the district when such medication is required during the school day in order to (a) maintain a student's health, (b) support student learning, or (c) intervene in a medical emergency.

1. ~~Administration of medication by school personnel includes any one of the following activities: handling, storing, preparing or pouring of the medication; conveying it to the student according to the order; if indicated, observing the student inhale, apply, swallow, or self inject the medication; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.~~
2. ~~No medication shall be administered in school or self administered by a student until the school nurse has (a) reviewed the medical order for safety parameters according to pediatric practice standards, as published in a text such as the Physician Desk Reference, (b) reviewed the medical necessity for administering the medication during school hours, and (c) established the medication or self administration of medication plan. Experimental medications that are not recommended for children or orders for medications that provide the student with a single or cumulative daily dosage beyond recommended pharmacological parameters will be reviewed by the health services supervisor and school medical advisor to determine whether it is safe and appropriate for the medication to be administered in school as ordered by the prescriber.~~
3. ~~Nothing in this policy shall be construed to prohibit a parent or guardian from administering a medication in school to his or her own child in an emergent or urgent situation, or as an alternate plan if the school district believes that school personnel cannot safely administer the medication or prescribed dosage to the student.~~
4. ~~Medications shall be administered to a student, and self administration of medication shall be permitted, only pursuant to:~~
 - (a) ~~the written medication order, as defined in C.G.S. Sec. 10-212a-1, of a physician licensed to practice medicine or a dentist licensed to practice dental medicine in this or another state, and advanced practice registered nurse licensed under chapter 378, a physician assistant licensed under chapter 370, an optometrist licensed under chapter 380 or, for interscholastic and intramural events only, a podiatrist licensed under chapter 375.~~
 - (b) ~~The written authorization of a parent or guardian of such child and~~
 - (c) ~~The written permission of the parent for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of medication in school.~~
 - (d) ~~If necessary in a given situation, a verbal order from an authorized prescriber, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed~~

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~~by a written order, which may be faxed, and must be received within three (3) school days.~~

- ~~5. The written medication order of the prescriber, the written authorization of the parent/guardian, and the written permission of the parent for the exchange of information between the prescriber and the school nurse as above, shall be:
 - ~~(a) valid for no more than one full year between July 1 of a given year and June 30th of the following year, and must indicate both the start and end dates, and~~
 - ~~(b) provided on the Trumbull Public Schools form, *Authorization for the Administration of Medication by School Personnel*.~~~~
- ~~6. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.~~
- ~~7. Prescriptions written by a legal prescriber who is also the parent/guardian of the student for whom the prescription is intended will not be accepted.~~
- ~~8. Self administration or carrying of any medication including over the counter medications, except as permitted in the Section III, *Self Administration of Medication*, is not permitted in Trumbull Public Schools or in any school district program or activity. In a rare circumstance as part of a Section 504 plan or IEP, a student who is unable to self administer a medication may be permitted to carry it on his or her person for life saving reasons.~~
- ~~9. Medicinal preparations administered by injection to children in the Trumbull Public Schools shall be consistent with provisions of the OSHA regulations. For the purposes of this policy, cartridge injector means an automatic pre-filled cartridge injector, such as an EpiPen or similar automatic injectable equipment that is easy to administer and is used to deliver epinephrine in a standard dose for emergency first aid response to anaphylactic reactions.~~
- ~~10. Standing orders for medication shall be developed by the school medical advisor and health services supervisor in keeping with medical and nursing standards of practice for community-based interventions in medical emergencies and management of certain routine health problems. The purpose of such orders in an emergency is to prevent harm or death, and stabilize the individual until emergency transport to the hospital is available. The purpose of such orders for the management of routine health complaints is to keep students, who are not acutely ill, in school and available for learning. These orders, which shall be kept at a minimum, must be reviewed and authorized at least annually by the school medical advisor.~~

SELF ADMINISTRATION OF MEDICATION

- ~~1. Trumbull Public Schools promotes the self administration of non-controlled drugs (medications) by students with a verified chronic health condition who demonstrate the requisite knowledge, skills and behaviors necessary for the safety of themselves and others in the school setting pursuant to:
 - ~~a. Authorization for self administration by the prescriber, the parent/guardian and the school nurse, except that authorization by the school nurse is not required for the self-administration of asthma inhalers and epinephrine auto injectors.~~
 - ~~b. Review of the medication order and parent authorization;~~~~

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- ~~e. Completion of a nursing assessment to determine if the student has the requisite knowledge, skills and behaviors necessary to safely administer medication in school.~~
 - ~~d. Notification of the principal and appropriate staff that the student is self-administering prescribed medication; and~~
 - ~~e. Development and implementation of an individualized self-administration medication plan.~~
- ~~2. Self administration means that the student brings the medication to and from home each day, keeps it on or with his or her person at all times during the school day, including during extra curricular activities and in before and after school and school readiness programs, and is capable of independently administering the medication to himself or herself. This opportunity is generally, but not exclusively, available to middle and high school students who have asthma, severe food allergy, and other chronic health conditions for which students require management of their condition.~~
- ~~3. If the nurse's assessment of a student authorized by the prescriber and parent to self administer an asthma inhaler or epinephrine auto injector does not support that the student is safe to self administer the medication in the school setting, the school nurse will share the assessment results with the Health Services Supervisor, principal, parent and prescriber, and will provide recommendations for helping the student attain the requisite knowledge and skills for a school setting. If the prescriber and parent want the student to self administer the inhaler or auto injector nonetheless, and the school nurse and administrators agree that this poses a safety concern for the student or others, then the school nurse and principal will document the school's concern in writing to the parent and prescriber.~~
- ~~4. Self administration of controlled drugs is never permitted during school or extra-curricular activities. In an extraordinary circumstance, such as an international field trip, self administration of a controlled drug may be considered with an appropriate plan approved by the Health Services supervisor and School Medical Advisor in advance of the situation or event.~~

DELEGATION OF MEDICATION ADMINISTRATION TO OTHER STAFF

- ~~1. When judged appropriate by the school nurse, the school nurse may delegate the administration of a specific medication for a specific student to another nurse licensed pursuant to the provisions of chapter 378, or to the principal, a full time teacher, or a full time licensed physical or occupational therapist who works with the student as an employee of the school district, for example, to accommodate student medication needs on field trips.~~
- ~~2. With the approval of the school nurse supervisor and school medical advisor, the school nurse may in rare circumstances, if judged appropriate and necessary for a safe emergency medication plan, delegate the administration of a specific medication for a specific student to a certified athletic trainer or coach of the student in intramural or interscholastic athletics according to the requirements of C.G.S. Sec. 10-212a© and its regulations, and school district policy and procedures. During intramural and inter-scholastic athletic events, a coach or licensed athletic trainer may administer (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition to a specific student when a plan for self-administration of medication is not a viable option, as determined by the school nurse, provided the following requirements have been met:~~

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- a. ~~The coach or licensed athletic trainer has been trained according to the requirements as pertinent to receiving, storing and assisting with inhalant medications or cartridge injector medications.~~
 - b. ~~The school nurse has provided a copy of the authorized prescriber's order and the parental permission form to the coaches.~~
 - e. ~~The parent or guardian has provided to the coach or licensed athletic trainer the medication in accordance with the provisions for safe handling and storage.~~
 - d. ~~The medication provided to the coach or licensed athletic trainer, such as the inhaler or cartridge injector, is maintained separately from the medication stored in the school health office for use during the school day.~~
 - e. ~~The coach or licensed athletic trainer has agreed to the administration of emergency medication and is prepared to implement the emergency care plan.~~
 - f. ~~Medications to be used in athletic events are stored:~~
 - ~~— in containers for the exclusive use of holding medications~~
 - ~~— in locations that preserve the integrity of the medication;~~
 - ~~— under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and~~
 - ~~— in a locked secure cabinet when not in use at athletic events.~~
 - g. ~~Errors in the administration of medication are addressed in the same manner as Section 10-212a-6 of the Regulations of Connecticut State Agencies, except that if the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.~~
 - h. ~~Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school nurse, and the school nurse shall be notified as follows:~~
 - ~~— a separate medication administration record for each student shall be maintained in the athletic area~~
 - ~~— administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time but not later than the next school day;~~
 - ~~— all other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan;~~
 - ~~— the administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record according to Section 10-206 of the Regulations of Connecticut State Agencies of each sport season and filed in the student's cumulative health record according to Section 10-212a-6 of the Regulations of Connecticut State Agencies.~~
3. ~~With the approval of the school nurse supervisor and school medical advisor, the school nurse may, in rare instances and if judged appropriate and necessary for a safe emergency medication plan, delegate to an identified paraprofessional employee, including a contracted employee of the district, the administration of a specific medication for a specific student who has a medically diagnosed allergic condition that requires prompt treatment in order to protect the student against serious harm or death. Such medication may include, but is not limited to, medication administered with a cartridge injector. For example, it may be appropriate to delegate the administration of medication to a paraprofessional when a student who has a medically diagnosed allergic condition is unable to self-administer the medication when the student travels into the community for educational program purposes with a paraprofessional who has one to one responsibility for the student during the community based learning activity.~~

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4. ~~When a school nurse delegates medication administration according to the provisions above, the school nurse will provide medication administration training to the delegate(s) at least annually, and more frequently if indicated. The school nurse will maintain documentation of such training for each school year, including dates, content, individuals who have completed training, and the name and credentials of the school nurse who provides the training. Such training will be documented and will include the following content:~~
 - a. ~~General principles of safe medication administration;~~
 - b. ~~Procedural aspects of medication administration, including the safe handling and storage of medications, and documentation; and~~
 - c. ~~Specific information related to each student's medication(s) and medication plan(s) including the type of medication, indications for medication, routes and time of administration, therapeutic effects and, potential side effects or untoward reactions, and when to implement emergency interventions.~~

5. ~~When a school nurse delegates medication administration according to the provisions above, the school nurse shall be responsible to provide and document ongoing general supervision to the delegate(s). The school nurse shall provide general supervision by:~~
 - a. ~~Establishing a plan and schedule to ensure that medications are administered properly. This plan may be the same as or an adaptation of the student's IECP and medication plan during the school day.~~
 - b. ~~Reviewing orders and changes in orders and communicating these to personnel designated and trained to administer the medication.~~
 - c. ~~Periodic observation and review of the delegate's performance in handling and administering the medication.~~
 - d. ~~Consultation by telephone or other means on an as-needed basis.~~

REFERENCES

Legal:

- Connecticut General Statutes, Section 10-212a, as amended by Public Act 07-241, Section 3
Connecticut General Statutes, Section 20-87a
Connecticut General Statutes, Section Sec. 21a-243-8 through Sec. 21a-243-11
Connecticut General Statutes, Section 21a-254 (f) and (h)
Connecticut regulations, Section 10-212a-1 through Section 10-212a-10
Connecticut General Statutes, Section 21a-262
Connecticut regulations, Section 21a-262-1, 2, 3 and 8 and 9

Other

- American Academy of Pediatrics. (2009). Policy Statement Guidance for the Administration of Medication in School. Author: Elk Grove Village, IL. Available online on Sept. 29, 2010, at <http://aappolicy.aappublications.org/cgi/reprint/pediatrics.124/4/1244.pdf>
American Academy of Pediatrics, Committee on Bioethics. (2009). Pediatrician Family Patient Relationships: Managing the Boundaries. *Pediatrics* 124:1685-1688. Available online Sept. 29, 2010, at <http://www.pediatrics.org/cgi/content/full/124/6/1685>

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DEFINITION OF TERMS

The following definitions are derived from Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies, plus two acronyms used in the procedures, and apply to terms used in Trumbull Public Schools' Policy and Procedures on the Administration of Medication:

1. **Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of medication.
2. **Advanced practice registered nurse** means an individual licensed pursuant to Section 20-94a of the Connecticut General Statutes.
3. **Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.
4. **Before and after school program** means any child care program operated and administered by a local regional board of education or municipality exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs shall not include public or private entities licensed by the Department of Public Health or board of education enhancement programs and extra-curricular activities.
5. **Board of education** means a local or regional board of education, a regional educational service center, a unified school district, the regional vocational-technical school system, or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut Statutes.
6. **Cartridge injector** means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.
7. **CHR or CHR-1** refers to the cumulative health record.
8. **Coach** means an athletic coach as defined in Section 10-222e of the Connecticut General Statutes.

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9. ~~Commissioner~~ means the Commissioner of Education or any duly authorized representative thereof.
10. ~~Controlled drugs~~ means controlled drugs as defined in Section 21a-240 of the Connecticut General Statutes.
11. ~~Cumulative health record~~ means the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.
12. ~~Dentist~~ means a doctor of dentistry to practice dentistry in Connecticut pursuant to Chapter 379 of the Connecticut General Statutes, or licensed to practice dentistry in another state.
13. ~~Department~~ means the Connecticut State Department of Education or any duly authorized representative thereof.
14. ~~Director~~ means the person responsible for the operation and administration of any school readiness program or before and after school program.
15. ~~Eligible student~~ means a student who has reached the age of eighteen or is an emancipated minor.
16. ~~Error~~ means:
 - a) failure to do any of the following as ordered:
 - administer a medication to a student;
 - administer medication within the time designated by the prescribing practitioner;
 - administer the specific medication prescribed for a student;
 - administer the correct dosage of medication;
 - administer medication by the proper route; and/or
 - administer the medication according to generally accepted standards of practice; or,
 - b) administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student.
17. ~~Extracurricular activities~~ means activities sponsored by local or regional boards of education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before and after school programs and school readiness programs.
18. ~~Full time~~ means the employee is greater than half time.
19. ~~Guardian~~ means one who has the authority and obligations of guardianship of the person of a minor, and includes:
 - a) the obligation of care and control; and
 - b) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.
20. ~~Intramural athletic events~~ means tryouts, competition, practice drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.
21. ~~Interscholastic athletic events~~ means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.
22. ~~Investigational drug~~ means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.
23. ~~Licensed athletic trainer~~ means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

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24. ~~Medication~~ means any medicinal preparation including over the counter, prescription and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes.
25. ~~Medication emergency~~ means a life-threatening reaction of a student to a medication.
26. ~~Medication plan~~ means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.
27. ~~Medication order~~ means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.
28. ~~Nurse~~ means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut pursuant to Chapter 378 of the Connecticut General Statutes.
29. ~~Occupation therapist~~ means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.
30. ~~Optometrist~~ means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.
31. ~~Paraprofessional~~ means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board for employment as a health care aide or assistant or instructional aide or assistant.
32. ~~Physical Therapist~~ means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.
33. ~~Physician~~ means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.
34. ~~Physician assistant~~ means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.
35. ~~Podiatrist~~ means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.
36. ~~Principal~~ means the administrator in the school.
37. ~~Qualified personnel for schools~~ means (a) a full time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations.
38. ~~Qualified personnel for school readiness programs and before and after school programs~~ means directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations.
39. ~~Research or study medications~~ means FDA approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.
40. ~~School~~ means any educational program which is under the jurisdiction of a board of education as defined by this section excluding extracurricular activities.

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- 41. ~~School medical advisor~~ means a physician appointed pursuant to Section 10-205 of the Connecticut General Statutes.
- 42. ~~School readiness program~~ means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.
- 43. ~~Self-administration of medication~~ means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.
- 44. ~~Supervision~~ means the overseeing of the process of the administration of medication in a school.
- 45. ~~Teacher~~ means a person employed full time by a board of education who has met the minimum standards as established by the that board of education for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to Sections 10-212a-1 through 10-212a-7 of the Regulations of Connecticut State Agencies.

TRUMBULL PUBLIC SCHOOLS

SCHOOL: _____ GRADE: _____
DATE: _____

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

Connecticut State Law requires a written medication order from an authorized prescriber, (physician, dentist, advanced practice registered nurse, physician's assistant, optometrist and, for athletic events only, a podiatrist) and parent/guardian written authorization, for school nurses, or in the absence of a nurse, other designated personnel to administer medication, including over the counter drugs. Medications must be in the original, properly labeled container and dispensed by a physician/pharmacist. Over the counter medications must be delivered in an unopened labeled container. ALL medications must be delivered to school by a responsible adult.

Prescriber's Authorization

Name of Student: _____ Date of Birth _____

Address: _____
=

Indication(s) for medication: _____
=

Drug Name: _____ Generic Name: _____
Dose: _____

Route: _____ Time of Administration: _____ If PRN, frequency: _____

Relevant Side Effects: None Expected
Specify: _____

ALLERGIES: No Yes
Specify: _____

Medication shall be administered from: _____
to _____
(up to 12 months from July 1 to June 30) Month/Day/Year Month/Day/Year

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Prescriber's Name/Title: _____

Telephone: _____ Fax: _____

Address: _____

Prescriber's Signature: _____ Date: _____

Use for Prescriber's Stamp

PARENT/GUARDIAN AUTHORIZATION

I hereby request that the above ordered medication be administered by school personnel and consent to communications between the school nurse and the prescriber that are necessary to ensure safe administration of this medications. I understand that I must provide the school with no more than a 3 month supply of medication. I understand that this medication will be destroyed if not picked up within one week following termination the order or the last day of school, whichever comes first.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian

Phone#: _____ Work#: _____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

For capable students with a chronic medical condition, self-administration of emergency and some other non-controlled medications may be authorized by the prescriber and parent/guardian. School nurse approval may be required according to CT State Regulations, Section 10-212a-4, and Board policy.

Prescriber's _____ authorization _____ for _____ self administration: _____ yes _____ no _____

Signature _____ Date _____

Parent/Guardian _____ authorization _____ for _____ self administration: _____ yes _____ no _____

Signature _____ Date _____

School _____ Nurse _____ approval _____ for _____ self administration: _____ NR* _____ yes _____ no _____

Signature _____ Date _____

Received by _____ Date of Receipt: _____

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PROCEDURE FOR REQUESTING MEDICATION ADMINISTRATION

If your child requires a prescription or over the counter medication during the school day or during intramural or interscholastic athletic events, you must follow the procedures required by Trumbull Public Schools, Connecticut General Statute, Sec. 10-212a, and Connecticut Administrative Regulations, Sec. 10-212a-1 through 10-212a-9. These procedures promote safe practices for students and staff. Please read them carefully.

1. For each medication that must be administered daily or on an as needed basis, the parent must obtain the written order of an authorized prescriber (physician, dentist, advanced practice registered nurse, physician assistant or optometrist) using Trumbull's Public Schools' form, *Authorization for the Administration of Medicine by School Personnel*. A new order is required each year and, if so prescribed, may be effective from July 1st through June 30th of the given year. A medical order dated July 1 of a year will cover summer programs and the upcoming school year.
2. The authorized prescriber must fill in the information requested on the form:
 - a) Name of medication, the generic name of the medication (NEW), and strength of the medication;
 - b) Indication(s) for the administration of this medication in school (condition, diagnosis);
 - c) Amount (dosage) of the medication to be administered and route of administration.
 - d) Potential side effects of the medication;
 - e) Time of day that the medication is to be administered; and frequency for PRN (as-needed) medications

