

# POLICY

## Revised

### FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 5141.8

#### SPORTS RELATED CONCUSSION AND HEAD INJURY

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body.

#### Requirements

- A. A student who participates in interscholastic athletics, *which for the purpose of this policy includes cheerleading*, and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from the completion or practice. Student athlete may not return to play until they obtain medical clearance in compliance with local school district return-to-play policy;
- B. All Coaches, School Nurses, School/Team Physicians and Certified Athletic Trainers must complete an Interscholastic Head Injury Training Program;
- C. *The district shall monitor school district employees in the completion of an interscholastic head injury training program; such as the National Federation of State High Schools Association online "Concussion in Sports" training program or a comparable program that meets mandated criteria.*
- D. The Athletic Head Injury training program must include:
1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second impact syndrome; and
  2. Describe the appropriate time to delay the return to sports competition or practice of a student-athlete who has sustained a head injury or other head injury, but if no additional time is specified for a particular age-group or sport, the student-athlete may return when written medical clearance is given the student-athlete stating that he/she is asymptomatic, and the student-athlete has completed an appropriate graduated individualized return-to-play protocol.
- ~~D. An Athletic Head Injury Training program such as the National Federation of State High Schools Association online "Concussion in Sports" training program or a comparable program that meets mandated criteria shall be completed by the above-named staff or others named by local district policy;~~
- E. Distribution of NJ Department of Education Concussion and Head Injury fact sheet to every student-athlete who participates in interscholastic sports. Each district must obtain a signed acknowledgement of the receipt of the fact sheet by the student-athlete's parent/ guardian and keep on file for future reference.

Model Concussion Protocol for the Prevention and Treatment of Sports Related Concussions and Head Injuries

A. A student-athlete who is suspected of sustaining a sports related concussion or other head injury during competition or practice shall be immediately removed from play and may not return- to- play that day.

B. Possible Signs and Symptoms of Concussion

1. Signs (Could be observed by Coaches, Athletic Trainer, School/ Team Physician, School Nurse):
  - a. Appears dazed, stunned, or disoriented;
  - b. Forgets plays, or demonstrates short term memory difficulty;
  - c. Exhibits difficulties with balance or coordination;
  - d. Answers questions slowly or inaccurately;
  - e. Loses consciousness;
2. Symptoms (reported by the student athlete to Coaches, Athletic Trainer, School/ Team Physician, School Nurse, Parent/ Guardian):
  - a. Headache;
  - b. Nausea/Vomiting;
  - c. Balance problems or dizziness;
  - d. Double vision or changes in vision;
  - e. Sensitivity to light or sound/noise;
  - f. Feeling sluggish or foggy;
  - g. Difficulty with concentration and short term memory;
  - h. Sleep disturbance.

C. To return to competition and practice the student-athlete must follow the protocol:

1. Immediate removal from competition or practice;
2. School personnel (Athletic Trainer, School Nurse, Coach, etc.) should make contact with the student-athletes parent/guardian and inform them of the suspected sports related concussion or head injury;
3. School personnel (Athletic Trainer, School Nurse, Coach, etc.) shall provide student-athlete with local school district approved information/ medical checklist to provide their parent/guardian and physician or other licensed healthcare professional.
4. Student-athlete must receive written clearance from their physician that student is asymptomatic and may begin the local districts graduated return- to- play protocol. School personnel (Athletic Trainer, School Nurse, Coach, etc. may consult with school/team physician after medical clearance is given from student-athletes physician).

### Graduated Return to Competition and Practice Protocol

- A. After written medical clearance is given the student-athlete stating that they are asymptomatic, the student-athlete may begin a graduated individualized return- to- play protocol such as:
1. Step 1: No Activity, complete physical and cognitive rest. The objective of this step is recovery;
  2. Step 2: Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate;
  3. Step 3: Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement;
  4. Step 4: Non-contact training drills (e.g. passing drills). The student-athlete may initiate progressive resistance training;
  5. Step 5: Following medical clearance (consultation between school personnel and students athletes physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by the coaching staff;
  6. Step 6: Return to play involving normal exertion or game activity.
- B. Symptom checklists, baseline testing and balance testing may be utilized;
- C. If the student athlete exhibits a re-emergence of any post concussion signs or symptoms once he or she returns- to- play, they will be removed from exertional activities and returned to their school/team physician or primary care physician;
- D. If concussion symptoms reoccur during the graduated return- to- play protocol, the student-athlete will return to the previous level of activity that caused no symptoms.

### Temporary Accommodations for Student-Athletes with Sports Related Head Injuries

- A. Consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports related concussions and head injuries.
- B. Mental exertion increases the symptoms from concussions and affects recovery.
- C. To recover, cognitive rest is just as important as physical rest. Reading, studying, testing, texting -- even watching movies if a student is sensitive to light -- can slow down a student's recovery.

D. In accordance with the Centers for Disease Control's toolkit on managing concussions local boards of education may look to address the students cognitive needs in the following ways.

E. Students who return to school after a concussion may need to:

1. Take rest breaks as needed;
2. Spend fewer hours at school;
3. Be given more time to take tests or complete assignments;
4. Receive help with schoolwork;
5. Reduce time spent on the computer, reading, and writing;
6. Be granted early dismissal from classes to avoid crowded hallways.

Implementation of the Interscholastic Sports Related Concussions and Head Injuries Policy

~~A. A training program and policy for the prevention and treatment of sports related concussions and head injuries shall be completed by the school/team physician, coaches, athletic trainer, school nurse, and any other school employee the local district deems necessary;~~

~~B. The district is required to monitor the above named school district employees in the completion of an Interscholastic Head Injury Training program such as the National Federation of State High Schools Association's online, "Concussion in Sports" program, which includes:~~

- ~~1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second impact syndrome;~~
- ~~2. The protocol for a return to competition or practice, which may specify an appropriate amount of time to delay the return to sports competition or practice of a student athlete who has sustained a concussion or other head injury.~~

~~C. The educational fact sheet shall be distributed annually to the parents or guardians of student athletes. A signed acknowledgement of the receipt of the fact sheet shall be obtained from the student athlete and his parent or guardian and retained by the school district;~~

~~D. The school district will implement this policy on the prevention and treatment of sports related concussions and other head injuries among student athletes by the 2011-12 school year;~~

~~E. Students who participate in an interscholastic sports program and are suspected of sustaining a concussion or other head injury in competition or practice shall be immediately removed from the sports competition or practice. A student athlete who is removed from competition or practice shall not participate in further sports activity until he is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions, and receives written clearance from a physician trained~~

~~in the evaluation and management of concussions to return to completion or practice.~~

**Annual Review**

*This policy shall be reviewed annually, and updated as necessary to ensure that it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries.*

Date adopted: 9/10/12

# **REGULATION**

**Revised**

## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 1330R**

### **USE OF SCHOOL FACILITIES**

In accordance with the policy of the board on the use of school facilities, the following guidelines are promulgated:

No use of the school facilities for a non-school purpose shall preempt or disturb the educational program of this district. In all cases, scheduled instructional and extracurricular events have priority over non-school events. Groups using the facility with permission may be preempted by a school group. An attempt will be made to provide reasonable (48 hours) notice.

The school building shall not be available for use by outside groups when programs interfere with the cleaning and maintenance schedules during holidays, vacation periods, or during the time school is not in session over the summer.

#### **Facilities available for use during the school year are:**

Gymnasium  
Old All Purpose Room  
Kitchen A  
Stage (Productions)  
New All Purpose Room  
~~Kitchen B~~  
Music Room  
~~Classroom A~~  
~~Classroom B~~  
Softball Field  
Baseball Field  
Soccer Field  
**Lacrosse Field/"Solar Fields"**

#### **Staffing of the Building:**

- a. When the boiler is in operation, a school employee holding a black seal license must be present.
- b. At all times, a school employee or maintenance person must be present to monitor the security of the building. A waiver of this requirement may be granted at the discretion of the board if the group using the building presents a comparable security plan. The board reserves the right to rescind any waiver if the security of the building is violated.

## Applications:

Applications for the use of school facilities will be accepted according to the following schedule:

### I. Extended Use - *intended for full season applicants*

	<u>Season</u>	<u>Submission Deadline</u>
School Year Activities:	September - June	July 1 (for approval by August)
Fall Season:	September - December	July 1 (for approval by August)
Winter Season:	January - March	November 1 (for approval by August)
Spring Season:	April - June	February 1 (for approval by August)

Applications for extended use will be reviewed by the board at the meeting following the submission deadline. Based on the demand for a specific facility, the Board has sole discretion to limit the frequency of use requested by a user. The Board reserves the right to limit the use of a facility granted for a school year based upon seasonal requests for use of the same facility. The Board in its sole discretion, may interrupt any extended use of the facility for a short-term use. *Applications submitted after the deadline will be approved monthly on a space available basis.*

### FOR GYMNASIUM USE IN FALL, WINTER, AND SPRING

For evening hour gym use, two time periods will be designated, 6:30 - 8:00 and 8:00 - 9:30. With this plan, two different groups could use the gym on a single evening. Special time requests must be presented in writing to the Superintendent for consideration.

- ~~Initially, a user may be granted one time slot on any given day, Monday - Friday.~~
- ~~If one time slot is unoccupied, the same user may request additional periods.~~
- ~~When the gymnasium is in full demand, no one user can request or be granted more than 3 of the 10 time periods per week.~~
- Class I Users may hold activities for both time periods on any given evening upon the approval of the Board. School activities (concerts, Back-to-School Nights, etc.) are scheduled by the Superintendent; **and may require cancellations of activity.**
- Applications received late (past due date on facility form) may only be considered if space is available.
- When using the gymnasium, the following regulations must be followed:
  - No food or beverages are permitted in the gymnasium;
  - Regulation sneakers must be worn at all times;

- c. No gum chewing;
- d. No tape or similar type material on walls or floors;
- e. Spectators are to stay off the main floor;
- f. Any stanchions used for activities such as volleyball, etc. must be properly padded and secured.

## II. Short-Term Use

Applications for short-term uses may be requested and will be reviewed by the board based on the submission date. Requests must be received far enough in advance so that they may be included on the board meeting agenda.

Each application shall require that the applicant or designee agrees to:

- a. Provide evidence, upon request, that the organization is nonprofit;
- b.1. Provide certification of liability insurance, both bodily injury and property damage in the amount of \$1,000,000. The Board shall be named as additional insured on all certificates.
- b.2. Obtain additional insurance coverage when deemed necessary by the Board in consultation with the Board's insurance company.
- b.3. Provide certification of product liability insurance when applicable.
- c. Comply with all statutes, ordinances, and rules of the district;
- d. Maintain order during the use of the school facility and restore the facility to its prior condition immediately following use;
- e. Be present at all times during the applicant's use of the facility and be responsible for the observance of the rules and regulations pertaining to its use;
- f. Confine activities to the area of the school described in its application;
- g. Take proper steps to protect the school property and to insure complete safety.

Supervision and order must be accomplished according to the following:

- a. The applicant is responsible for the preservation of order and for the supervision of the activity;
- b. The activity shall be restricted to the area for which permission is granted;
- c. The applicant shall provide police supervision for all large public affairs held in the school and on parking grounds;
- d. A person in charge of the activity shall be present before the activity begins and after and until the last person has left the premises;
- e. The school staff and custodians have free access to all rooms at all times.

### **General Requirements and Expectations:**

Putting up decorations or scenery, moving school equipment or furniture is prohibited unless special permission is granted. The board assumes no responsibility for properties left on the premises by the applicant. All rooms shall be returned to their original condition.



Nothing shall be sold, given, exhibited, or displayed without permission.

All applicants shall hold the board free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities.

It is the sole responsibility of the approved applicant to provide their own equipment, arrange for their own setup and cleanup, and to assess and/or report any damage. (See Policy 1330 for use of school equipment.)

In the event that property loss or damage occurs to school facilities and/or equipment during use or occupancy, the amount of damage shall be decided by the chief school administrator and approved by the board. A bill for damages will be presented to the group using or occupying the facilities during the time of the loss or when damage was sustained. When equipment authorized for use requires the services of an operator as indicated by the district, the user shall employ the services of a person authorized by the district and shall pay such costs as have been set for his/her hire. The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

Equipment and/or decorations must not block doorways, elevators and/or handicapped lifts. It is a Fire Department regulation that all means of egress remain clear and unobstructed at all times. Should a fire alarm sound during an event, all persons must immediately exit the building. The maintenance and custodial staff have been instructed to clear the building if an alarm sounds and must wait until local fire officials have given clearance before permitting further access to the building.

The "tipping" of custodians or other school personnel is not permitted. Only the board may pay employees for services involving the use of school facilities.

Keys or access codes will not be made available except in exceptional cases and then only for a short and well-defined period of time. Arrangements must be made through the chief school administrator's office after proper board authorization.

The board, in accordance with policy and regulations, shall have the sole authority to grant or deny an application for use of school facilities. Participant safety and security of district facilities are priorities of the Board of Education. Each group must adhere to the Rules and Regulations pertaining to participant conduct during use of the facilities. Failure to do so will result in the inability of that group to use school facilities in the future. Examples of violations include but are not limited to the following: 1) uses where insufficient provisions are made for supervision, fire and police protection to uphold rules and regulations, law and order, etc.; 2) Parking on fields and playgrounds; 3) Bullying or disrespectful behavior to others including custodial staff or other representatives/employees of the district; 4) use of illegal substances, or 5) extending time and/or altering date(s) of usage.

### Use of Outside Grounds

Approval of outside grounds does not constitute access to the building or restroom facilities. The user is responsible for providing suitable bathroom facilities during its use of school grounds. The user may make arrangements of portable sanitation units from a qualified vendor. A qualified vendor shall be on possessing a valid New Jersey Department of Environmental Protection Solid Waste Transporter Permit Number and appropriate liability insurance naming the Board as an additional insured. Portable sanitation units shall be properly serviced not less than once per week and shall be removed within 5 business days of the end of the particular activity or, as the case may be, of the sports season of permitted use. A permit may be required from Township of Franklin.

### **Classification of Users and Scheduled Charges:**

Organizations and individuals using school facilities will be classified as Class I, II, and III users and are prioritized as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial cost (during the days school is in session 8:00 a.m. to 10:00 p.m.). The Board of Education reserves the right to assess custodial fees if no custodian is on scheduled duty or if additional custodial help and services are needed. Class I users include the following organizations and individuals:
  - A. All student activities approved by the Board of Education and scheduled by the Chief School Administrator.
  - B. All approved school district activities.
  - C. PTA.
  
2. Class II -- Community Children in grades K-8 -- Organizations  

Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial costs if no custodian is on scheduled duty or if additional custodial help and services are needed. Class II users include the following individuals and organizations:

  - A. All resident school-age children, who are presently attending or are eligible to attend grades kindergarten through eighth or its equivalent in any public or private school or is receiving equivalent instruction elsewhere than at school.
  - B. Franklin Township Organizations such as Franklin Township Recreation.
  - C. All Local, County, State or Federal Government required functions, i.e. municipal functions.
  - D. Franklin Township Senior Citizen Groups

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities with payment of a use fee (see attached fee schedule) and will be charged for custodial costs if no custodian is on scheduled duty or if additional custodial help and services are needed. Class III users include the following organizations and individuals:

A. Other organizations that are formed for charitable, civic, educational or recreational purposes.

All organizations requesting use of facilities for Saturdays, Sundays, or any other permissible time that requires extra custodial help, cafeteria help, fire guard, or police will be charged the exact costs incurred.

At least one kitchen staff member must be hired to oversee use of the facility during all times when the renting organization is using the kitchen. Rate of pay will be the same as the custodian, to be paid by the organization.

In the event of an emergency/weather related school closing or early dismissal of school activities, all events will be cancelled. The Superintendent/Designee will determine if outside facility use will be cancelled. If the event is not able to be re-scheduled a refund of fees will be issued.

All checks are to be made payable to Franklin Township Board of Education. No payments are to be made payable to school district employees.

Previously referenced as Regulation 7070

Date adopted:5/15/00  
Date revised:7/28/03  
Date revised: 6/22/09  
Date revised: 8/1/11  
Date revised: 1/9/12  
Date reviewed: 4/27/15

Fees for Class III Users

<u>Fee Schedule:</u>	<u>Per Hour</u>	<u>3 Hour Block</u>
Gymnasium	\$20.00	\$55.00
Old All Purpose Room	\$20.00	\$55.00
Kitchen A	\$5.00	
Stage (Productions)		
New All Purpose Room	\$20.00	\$55.00
<del>Kitchen B</del>		
Music Room	\$10.00	\$25.00
<del>Classroom A</del>	<del>\$10.00</del>	<del>\$25.00</del>
<del>Classroom B</del>	<del>\$15.00</del>	<del>\$40.00</del>
Softball Field	\$12.50	
Baseball Field	\$12.50	
Soccer Field	\$12.50	
<i>Lacrosse/Solar Field</i>	<i>\$20.00 per day</i>	
<i>Other</i>		

# POLICY

Revised

## FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 4115

### SUPERVISION

The board acknowledges that the primary purpose of supervision is to improve teacher performance in the classroom so that all students have an opportunity to achieve the Core Curriculum Content Standards **including the Common Core State Standards in mathematics and language arts and literacy**. ~~as well as all other professional tasks and goals of the district and to encourage professional growth.~~

Each teacher employed in this district **as of the effective date specified in code** shall be responsible for fulfilling requirements for continuing education ~~and professional growth~~ and for making annual progress toward the goal of ~~100~~ **20** clock hours of state-approved professional development ~~every five years~~ **annually**. Each teacher's **individual** professional ~~improvement~~ **development** plan (~~PIP~~) (**PDP**) shall incorporate appropriate steps toward these **this** goals and shall be designed to assist teachers in obtaining and maintaining the knowledge and skills essential ~~to for professional improvement and for~~ student achievement of the state's Core Curriculum Content Standards **including the Common Core State Standards**. The professional improvement plan shall describe specific activities designed to provide guidance for that teacher in improving his/her performance. Such activities may include, but are not limited to, seminars, course work, workshops, and classes on certain instructional approaches. Although supervisors shall develop professional ~~improvement~~ development plans in collaboration with teachers, the chief school administrator shall maintain final authority in determining their appropriate content.

Supervisory assistance and support in achieving the ~~100~~ **20** clock hours of state-approved continuing education shall be offered in the context of the district's evaluation process, negotiated agreements, other policies, student safety and well-being, continuity of instruction, and budgetary constraints.

The chief school administrator shall develop procedures for supervision of the teaching and administrative staff in performance of their duties that shall not be limited to the observations required for evaluation. Such supervision may include, but need not be limited to, review of lesson plans and teacher-made examinations; regularly scheduled curriculum conferences; and brief, informal classroom observations. The supervisor shall note at the annual summary meeting the teacher's satisfactory fulfillment or non-fulfillment of continuing education requirements identified in the professional ~~improvement~~ **development** plan.

This policy shall be distributed to each staff member at the beginning of his/her employment.

Date adopted: 11/20/00  
Date revised: 4/6/09

# **POLICY**

**Revised**

## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code:5141.21**

### ADMINISTERING MEDICATION

The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, *medication for asthma, diabetes or other medical diagnosis requiring medication during the school day*, and all non-prescription "over the counter" medication (*see policy 5141*).

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district nurse shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or "over the counter", shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and with the school nurse present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;

- D. All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The chief school administrator shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician, that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

#### Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The chief school administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

#### Emergency Administration of Epinephrine

The Board shall permit the school nurse to administer epinephrine via epi-pen or other pre-filled auto-injector mechanism in emergency situations. In their absence, a designed or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism to the pupil.

Parents/guardians shall provide the board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s);
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other pre-filled auto-injector mechanism to the pupil.

Permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.



Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to P.L. 2007, C. 57, school policy requires:

- A. The placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed;
- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and
- C. The transportation of the pupil to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

*The school nurse or trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis. This includes students whose parents/guardians have not submitted prior written permission or obtained prescribed medication as indicated in the rules above. Epinephrine may be administered to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes that the student is having an anaphylactic reaction*

*The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The supply of epinephrine auto-injectors shall be accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.*

Liability

*No school employee, including a school nurse, or any other officer or agent of a board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine shall be held liable for any good faith act or omission consistent with the provisions of law for the administration of epinephrine (N.J.S.A. 18A:40-12.5 et seq.). No action shall be taken before the New Jersey State Board of Nursing against a school nurse for any such action taken by a person designated in good faith by the school nurse to administer epinephrine according to law (N.J.S.A. 18A:40-12.6). Good faith shall not include willful misconduct, gross negligence or recklessness.*

Implementation

The board may adopt additional regulations on all aspects of the administration of medication. When implementing school policy and N.J.S.A. 18A:40-12.6, staff will consult these New Jersey Department of Education guidance documents:

A. *Training Protocols for the Emergency Administration of Epinephrine (9/08)*

B. *Guidelines for the Management of Life-Threatening Food Allergies in Schools (9/08)*.

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