

Exhibit 13

Policy 5310 – Health Services (Technical Correction)

Policy 5330 – Use of Medication (Revised)



Book	Policy Manual
Section	Policies for Board 37-2
Title	Copy of HEALTH SERVICES
Code	po5310
Status	Work Session
Adopted	May 20, 2010

5310 - **HEALTH SERVICES**

If the School Corporation chooses to provide nonemergency physical exams or screenings, the **School** Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any ~~non-emergency~~ **nonemergency**, invasive physical examination or screening is scheduled or expected to be scheduled for students if examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within fourteen (14) days after receipt of the Board's annual public notice.

Please contact the School City of Hobart's Head Nurse:

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Hobart, IN 46342
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Legal 20 U.S.C. 1232(h)



Book	Policy Manual
Section	Policies for Board 37-2
Title	Copy of USE OF MEDICATION
Code	po5330
Status	Work Session
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5330 - USE OF MEDICATION

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

For purposes of this policy, ~~'medication' shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. 'Treatment' refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.~~ **the following definitions shall be used:**

Administering means the direct application of a drug to the body of a person by injection, inhalation, ingestion, or any other means.

Drug means:

- A. **articles or substances recognized in the official United States Pharmacopeia, official National Formulary, official Homeopathic Pharmacopeia of the United States, or any supplement to any of them;**
- B. **articles or substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or animals;**
- C. **articles other than food intended to affect the instruction or any function of the body of man or animals; or**
- D. **articles intended for use as a component of any article specified in subdivisions (A1) through (C3) and devices.**

Medication shall include all drugs, including those prescribed by a physician, and any nonprescription (over-the-counter) drugs, preparations, and/or remedies.

Nonprescription drug means a drug that may be sold without a prescription and that is labeled for use by a patient in accordance with State and Federal laws.

Practitioner shall include any physician, veterinarian, dentist, podiatrist, optometrist, physician assistant licensed under I.C. 25-27.5, who is delegated prescriptive authority under I.C. 25-27.5-5-6, and an advanced practice registered nurse who meets the requirements of I.C. 25-23-1-19.5, who is licensed in Indiana.

Treatment refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization or intravenous or intramuscular injection.

Prescription Medication Administering Prescription Drugs by School Staff

Before any prescribed medication-drug or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician-practitioner, accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer the medication-drug or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician-practitioner's prescription.

All prescription drugs shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the drug is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such drug by the student in school is not prohibited by law or regulation.

Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

Non-prescription (Over-the-Counter) Medication Administering Nonprescription (Over-the-Counter) Drugs by School Staff

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines.

Nonprescription drugs may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the ~~() school office~~ (X) nurse's office ~~() health room~~ **[END OF OPTION]**. Substances, that are not FDA approved (i.e., natural products, food supplements) (X) will require the written instruction of a practitioner, and the written consent of the parent ~~() will not be administered by Corporation staff~~ **[END OF OPTION]**. (X) Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients recommended therapeutic dosage in a legible format, and the student's name. **[END OF OPTION]** (X) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. **[END OF OPTION]** Any dosage of nonprescription drugs other than that listed on the nonprescription drug's packaging must be authorized in writing by a practitioner.

A student may possess and use a topical, non-aerosol sunscreen product while on Corporation property or at a Corporation sponsored event or activity without being required to:

- A. have a physician's note or prescription; or
- B. store the topical, non-aerosol sunscreen product in a specific location

if the product is regulated by the U.S. Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage.

Corporation personnel shall not assist a student in applying a topical, non-aerosol sunscreen product.

Staff members are to administer drugs or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer drugs or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the Corporation's policy and procedures and the administration of drugs or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

[X] All drugs shall be kept in a locked storage case in the school office. **[END OF OPTION]**

~~[]~~ The Board shall permit the administration by staff of any drug requiring intravenous or intramuscular injection or the insertion of a device into the body when both the drug and the procedure are prescribed by a physician and the staff member has completed any necessary training. **[END OF OPTION]**

[X] Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines. **[END OF OPTION]**

Student Possession of Medication

[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]

[X] OPTION 1

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

[END OF OPTION 1]

~~[] OPTION 2~~

~~Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).~~

~~High school students may possess and self-administer their own nonprescription drugs ~~(-)~~ and prescription drugs **[END OF OPTION]** at school if the appropriate medication authorization form is filled in the school office, provided the student is in possession and self-administers in compliance with the relevant Corporation policies ~~(-)~~ and administrative guidelines **[END OF OPTION]**. ~~(-)~~ Responsible students in grades K-8 may be permitted to possess and self-administer nonprescription drugs ~~(-)~~ and prescription drugs **[END OF OPTION]** after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year. **[END OF OPTION]**~~

~~[END OF OPTION 2]~~

Emergency Medication

Pursuant to I.C. 20-34-4.5-0.2, 'emergency medication' includes:

- A. Albuterol;
- B. Epinephrine and
- C. Naloxone.

[X] Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma or before exercise to prevent the onset of asthma symptoms while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines if the following conditions are met:

- A. there is written approval from the student's physician or other health care provider and the student or /arent/ guardian (if student is under eighteen [18]) to possess and use the inhale (Form 5330 F1c)
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and their parent/legal guardian. The plan shall contain specific instructions on the student's needs, including what to do in the event of an emergency.

Students with a need for emergency medication may be allowed to self-possess and self-administer such medication provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat

anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

[END OF OPTION]

Students who may require administration of an emergency medication may have such medication stored in the nurse's office and administered in accordance with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician that complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Emergency Stock Medication

Pursuant to I.C. 20-34-4.5-0.4, 'emergency stock medication' means emergency medication to which both of the following apply:

- A. The prescription for the emergency medication is filled by the Corporation or a school in the Corporation; and
- B. The emergency medication is stored at a school in the Corporation pursuant to one of the options below.

Corporation or School Prescription for Albuterol/Administration of Albuterol by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Albuterol and store the Albuterol in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Albuterol for the school or Corporation. The school shall store the Albuterol in a safe location **to** in which only school employees have access.

A school nurse may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

Administration of Albuterol by Corporation Employees

Corporation employees may administer Albuterol obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- A. The Corporation employee has voluntarily received training in:

- 1. recognizing a life-threatening emergency;
- 2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

- B. The individual to whom Albuterol is being administered is:

- 1. a student at the school;
- 2. a Corporation employee; or
- 3. a visitor at the school.

Corporation or School Prescription for Epinephrine/Administration of Epinephrine by School Nurse

The Corporation or a school in the Corporation may fill a prescription for auto-injectable epinephrine and store the auto-

injectable epinephrine in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for auto-injectable epinephrine for the school or Corporation. The school shall store the auto-injectable epinephrine in a safe location **to** in which only school employees have access. Injectable epinephrine that is filled and used in accordance with this policy must have an expiration date of not less than twelve (12) months from the date that the pharmacy dispenses the injectable epinephrine to the school or Corporation.

A school nurse may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

Administration of Epinephrine by Corporation Employees

Corporation employees may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

- A. The Corporation employee has voluntarily received training in:

- 1. recognizing a life-threatening emergency;
- 2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of anaphylaxis and the administration of auto-injectable epinephrine.

- B. The individual to whom the epinephrine is being administered is:

- 1. a student at the school;
- 2. a Corporation employee; or
- 3. a visitor at the school.

Corporation or School Prescription for Naloxone/Administration of Naloxone by School Nurse

The Corporation or a school in the Corporation may fill a prescription for Naloxone and store the Naloxone in a school in the Corporation (if filled by a school in the Corporation, it must be stored in that school) if a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication writes the prescription for Naloxone for the school or Corporation. The school shall store the Naloxone in a safe location **to** in which only school employees have access.

A school nurse may administer Naloxone obtained via a prescription written for the Corporation or a school in the Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of a life-threatening emergency and the individual does not have emergency medication at the school or the individual's prescription is not available:

- A. students at the school
- B. Corporation employees
- C. visitors at the school

and the school nurse is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

Administration of Naloxone by Corporation Employees

Corporation employees may administer Naloxone obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication if the following are met:

A. The Corporation employee has voluntarily received training in:

1. recognizing a life-threatening emergency;
2. the proper administration of emergency medication;

by a health care provider who is licensed or certified in Indiana, for whom the administration of emergency medication is within the health care provider's scope of practice, who has received training in the administration of emergency medication, and who is knowledgeable in recognizing the symptoms of a life-threatening emergency and the administration of emergency medication.

B. The individual to whom the Naloxone is being administered is:

1. a student at the school;
2. a Corporation employee; or
3. a visitor at the school

and the Corporation employee is acting in good faith and attempts to summon emergency services either immediately before or immediately after administering the Naloxone.

The Corporation shall:

- A. Annually register with either the ~~state department~~ **State Department** or local health department in the county where the Corporation is located in a manner prescribed by the state department of health;
- B. Provide education and training on drug overdose response and treatment, including the administration of an overdose intervention drug; and
- C. Provide drug addiction treatment information and referrals to drug treatment programs, including programs in the local area and programs that offer medication-assisted treatment that includes a federal Food and Drug Administration-approved long-acting, nonaddictive medication for the treatment of opioid or alcohol dependence.

A school nurse or Corporation employee shall:

- A. make a report when an emergency stock medication is administered; and
- B. submit the report to the Indiana Department of Education in an electronic format not later than ten (10) school days after the emergency stock medication is administered.

Returning Medication to the Home

Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by a school for administration during school hours or at school functions with a student only if the student's parent provides written permission for the student to receive the medication.

Errors in Administering ~~Medications~~ **Drugs**

In the event of an error in administering a ~~medication~~ **drug**, the individual responsible for administering the ~~medication~~ **drug** at the time the error occurred must file the proper incident report (Form 5330F4) as documentation of the error and follow procedures outlined for medication errors.

The correct ~~medication~~ **drug** shall be administered to the correct student at the correct time (within thirty [30] minutes before or after the prescribed dose is ordered), in the correct dosage, by the correct method, with accurate documentation.

Deviation from this standard constitutes a medication error. A dose that is missed (omitted) for whatever reason is a medication error.

Examples of medication errors include but are not limited to the following:

- A. administering the wrong medication drug;
- B. administering the wrong dose of the medication drug;
- C. administering the medication drug at the wrong time;
- D. administering the medication drug in the wrong way (e.g ear drops placed in the eye); and
- E. administering the medication drug to the wrong student.

Upon realizing an error has occurred, the individual administering the medication drug shall notify the school nurse, the individual's immediate supervisor, and the Principal. If the individual administering the medication drug was not the school nurse, the individual administering the medication drug shall find and accompany the student to a location where the student can be observed by a staff member until the student's health and safety are assured.

The principal and school nurse shall follow the procedures outlined in the administrative guidelines for medication errors.

A student's refusal to take medication drug does not constitute a medication error. The refusal shall be documented on the daily medication log, and the parent(s) shall be notified of the refusal.

The principal and school nurse shall review all incident reports at least annually to determine factors that contribute to errors in administering medications drugs and if changes should be made to the procedures for administering medications drugs or the process of responding to errors in administering medications drugs.

Other General Provisions

No student is allowed to provide or sell any type of medication drug to another student.

Violations of this rule may be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/ Student Discipline Code.

The Corporation and its personnel are immune from civil and criminal liability related to the administration or non-administration of drugs/medications to the extent set forth in applicable State law.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the Corporation's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Revised 2/5/15

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Revised 1/10/19

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Legal	I.C. 16-42-19-5
	I.C. 16-42-27
	I.C. 20-33-8-13
	I.C. 20-34-3-18
	I.C. 20-34-3-22
	I.C. 20-34-4.5
	I.C. 25-26-13-2

I.C. 34-30-12

I.C. 34-30-14

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