



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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### Memorandum

*TO: Board of Education*

*FR: Sam Stewart, Assistant Superintendent*

*RE: Board Policy Review and Revisions*

*Date: January 8, 2007*

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At the December 4, 2006 Board Meeting, the following policy revision approvals were postponed:

- *BP 5131.6 Alcohol and Other Drugs.*
- *BP & AR 5141.21 Administering Medication*

The revisions were recommended by legal counsel.

These policies are presented, again, in the same form as presented in the December 4, 2006 meeting for your approval.

**ALCOHOL AND OTHER DRUGS**

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

**Prohibited Substances and Items**

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by BP 5141.21); anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants of any kind, including caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation drugs. Imitations drugs mean pills, capsules, tablets, powders, liquids, inhalants or other items which are designed to look like or are represented to be prohibited drugs or alcohol.

**Possession/Under the Influence During School**

A student who is determined to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 days by the school administrator following a due process hearing pursuant to applicable School Board policies. In more serious cases, violators may be recommended for expulsion to the Board of Education.

**Deleted:** drugs, alcohol, controlled substances, drug paraphernalia, inhalants, or any substance designed to look like or represent such a drug

*(cf. 5144.1 - Suspension and Expulsion)*

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent as required by this policy to determine whether a student has used alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

Prior to readmittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for readmittance.

**ALCOHOL AND OTHER DRUGS** (continued)

**Selling, Offering for Sale, Agreeing to Purchase or Distributing**

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and may be recommended for expulsion to the Superintendent who will review the matter. Based on this review, the Superintendent may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

Deleted: alcohol, drugs or other

(cf. 5144.11 – (Due Process))

*Legal Reference:*

ALASKA STATUTES

- 04.16.080 Sales or consumption at school events
- 14.20.680 Training required for teachers and other school officials
- 14.30.360 Curriculum (Health and Safety Education)
- 14.33.110-.140 Required school disciplinary and safety program
- 47.37.045 Community action against substance abuse grant fund

*Elementary and Secondary Education Act, 20 U.S.C. §§ 7116, 7163, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 10/18/2004

**ADMINISTERING MEDICATION**

The School Board recognizes that some students need to take medication during school. For the purpose of this document, medication will be defined as any substance, whether prescription or over-the-counter, taken by any means consistent with general medication practice and with the intent of altering an existing condition. All students taking medication during school hours are to follow the procedures set out in AR 5141.21. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Deleted: Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied.

Medication given at school must comply with all Federal and State laws and regulations and follow current medical and District standards. Medication requests must be processed through the school nurse, school administrator or designee, or follow a written school policy. Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied. Non-licensed personnel designated to administer student medications must document appropriate training.

**Asthma Medications and Anaphylactic Injection**

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The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. The Board also recognizes that some schools must have at least one non-licensed staff member prepared to administer this medication in the event of an anaphylactic reaction.

School staff who may be required to administer medication for anaphylactic reactions shall receive annual training from the nurse or other qualified medical personnel. This training will authorize them to administer the injections within the legal provisions of law and afford appropriate liability protection.

The Board recognizes that some health care providers for some students have identified the need for these students to self-administer their asthma inhaler or anaphylaxis medication. Students will be permitted to carry and self-administer their own asthma inhaler and/or anaphylaxis medication provided they have written authorization for self-administration from their health care provider. This authorization will include a signed written treatment plan which will be kept on file at the school. Written authorization must be submitted any time there is a change and annually.

Parents/guardians of students who have an identified allergy resulting in anaphylaxis are required to provide the school with this medication for their child.

(cf. 5141 - Health Care and Emergencies)

### **Penalty for Violation**

Any student use, possession, or distribution of medication is prohibited unless permitted by this policy and District procedures related to administering medication. Students who have obtained permission to carry and/or use medication are prohibited from sharing the medication or exceeding the recommended dosage. Students using, possessing, distributing, or selling medication in violation of this policy will be disciplined under District policies and rules related to alcohol and drug violations.

*(cf. 5131.6 Alcohol and Other Drugs)*

*Legal Reference:*

ALASKA STATUTES

*09.65.090 - Civil liability for emergency aid*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/18/04**

**ADMINISTERING MEDICATION**

Procedures for the safe and timely administration of medication to students while at school shall incorporate the following:

1. For students in Grades K–8
  - a. A signed medication request form must be on file in the nurse’s office. (Refer to the District Nursing Procedure Manual for appropriate use and information on medication forms.)
  - b. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and anaphylaxis medication with health provider, parent, administrator and school nurse approval.
2. For students in Grades 9–12
  - a. For prescription medication, a signed medication form must be on file. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and other approved medications with parent, administrator and school nurse approval.
  - b. For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:
    1. The medication must be in its original container.
    2. The medication container is of small size or holds only a reasonable supply.
    3. The medication container contains only the medication identified on its label.
    4. The OTC medication is used for self-medication only. Under no condition is sharing with another student acceptable.
    5. The contents of the OTC container are available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

**Students**

AR 5141.21(b)

**ADMINISTERING MEDICATION** (continued)

Any questions regarding protocol or acceptability of medications should be directed to the school administrator or school nurse.

3. Training of nonlicensed school personnel shall include the following:
  - a. The school nurse will provide the training using the Training Manual for Medication Administration.
  - b. Training will be provided annually before October 1.
  - c. Documentation of the training will be kept by the school nurse.
  - d. The building administrator and the school nurse will designate who will administer medications including EpiPen® for anaphylaxis in the nurse's absence.
4. A medication record (E 5141.21 (b) and/or (d)) shall be maintained and must include the student's name, name of medication, dosage, time and initials of the person administering medication. A photo of the student may be placed on the long-term administration form.

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All students taking medication during school hours are to follow the above procedures through the school nurse. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

**Emergency Care and Medications**

On-site provisions for first aid and emergency care shall be developed and made known to the staff at each school. These provisions should incorporate the following:

1. First Aid: The nurse or another identified, trained person(s) shall be responsible for administering first aid. The First Aid Chain of Command (located in the Nursing Procedure Manual) shall be visibly posted and verbally identified in order to facilitate quick action.
2. Emergency Care: In emergencies, the nurse or Principal should make whatever arrangements are necessary for the immediate emergency care of injured or ill students. Every effort will be made to contact parents,

Deleted: in advance.¶

**ADMINISTERING MEDICATION** (continued)

3. Incident Reports: The teacher or other staff member responsible for the child at the time of the incident shall complete a District Student Injury/Incident Report (E 3530a).
4. Student Medical Records: Cumulative medical records shall include known information regarding allergies, current medications, medication reactions, medical conditions, immunizations and other pertinent information. If emergency medical treatment is necessary, a copy of this cum card will be made available to the emergency personnel.
5. Sending a Student Home: A student who is ill or injured shall be released to a parent/guardian or, if not available, to a person the parent/guardian has identified as an emergency contact. Older students with a minor illness or injury may be sent home after receiving verbal parental permission. The name of the person granting permission should be documented.

[Legal Reference](#)

[ALASKA STATUTES](#)

[14.30.141 Self-administration and documentation of medication](#)