

**Section 2000 – General School Administration Administrative Regulations**

**2020-R Administrative Organization**

**(Revised 6-7-12)\***

**2020- R**

**THE AD REG FOR POLICY 2020 IS THE ORGANIZATIONAL CHART**

**PLEASE SEE ORGANIZATIONAL CHART (separate document), Approved 6-7-12**

## **RECOMMENDED SUCCESSION PLANNING PROCEDURES**

- Periodically consult with the incumbent superintendent regarding his/her career plans to provide for an informed succession plan.
- Annually, revisit the district's mission and strategic goals which will become the basis for determining the key leadership competencies and qualifications necessary to further the district's progress.
- Upon advance notice of the Superintendent's pending retirement, the Board shall establish a board of education transition team to prepare for and manage the planned or unplanned change of district leadership.
- Annually, review the district's emergency transition plan, which should include:
  - o The identification of an “acting” Superintendent and timeline for appointment or search (if appropriate).
  - o Board motion or resolution authorizing the “acting” Superintendent's function during the Superintendent's absence.
  - o A communication plan for key stakeholders that announces the implementation of the succession plan and the naming of an “acting” Superintendent.
- Annually, review the transition plan for a permanent change of district leadership, which should include:
  - o Communication with key stakeholders outlining the selection process and identifying the board transition team.
  - o The process for identifying executive search consulting services, if needed.
  - o A process for reviewing and updating the district's strategic goals and resources to determine desired future leader competencies.

**2130-R Superintendent Succession Planning & Recruitment (Cf 5020) 4-23-08      2130-R-2**

**INTRODUCTION**

The following guidelines are written to outline the process that the Bedford Public Schools Board of Education will follow when it becomes necessary to replace the Superintendent.

**POLICY**

**Board Policy 2130**

The Board is committed to maintain a state of readiness for the eventuality of a planned or unplanned change of the district's executive leadership. To that end, it is the policy of the Board of Education to establish and maintain a Succession Plan to ensure the orderly transition of leadership and the achievement of the district's mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the district's culture, as reflected by its vision, mission, goals and objectives.

When a vacancy in the Superintendency occurs, the Board may aggressively recruit, or hire the Michigan Association of School Boards or other consultant, in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to carry out the duties of the Superintendent successfully.

The Board may solicit application from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Michigan and in neighboring states.

Applications for the Superintendency shall be screened, and those candidates who appear to be most promising shall be interviewed.

The Board retains discretion in the employment of a Superintendent, and may, as it deems appropriate, appoint a qualified person to be either an Acting Superintendent or as the Superintendent without soliciting applications.

### ***Emergency Transition Plan***

In the event that the Superintendent is required to temporarily vacate his / her position (for whatever reason), for a significant amount of time as determined by the Board of Education, the Board may choose to name a provisional replacement. This replacement could be selected from a variety of venues including the ranks of retired Superintendents or from the existing Administrators in the District.

Given the need to name an “Acting Superintendent”, the Board will convene to determine the proper course of action. Under most circumstances, the “Acting Superintendent” would be selected from the existing Administrative Cabinet. Ideally, the Superintendent would have already designated / recommended the Administrator to “fill-in” during the Superintendent’s absence. Regardless of the scenario, the Board of Education has the sole authority to name an “Acting Superintendent”.

At such time as the Superintendent returns to his position, or retires / resigns, the Board shall follow one of two courses of action.

1. Reinstatement of the Superintendent with full authority, or,
2. Upon the retirement / resignation of the Superintendent, follow the Succession Plan outlined in this document.

### ***Announcement of Resignation / Retirement***

Upon announcement of resignation of current superintendent, the Board of Education will put the Succession Plan into effect.

## **PLAN**

### ***Transition Team***

The Bedford Board of Education may appoint an Interim Superintendent (if necessary) during the search process. Ideally, the Interim Superintendent will be an existing Assistant Superintendent. The President of the Board of Education shall consult with the other Board members to determine if an outside consultant such as MASB is necessary to conduct a Superintendent Search. Upon that determination, the Board will decide the manner in which the selection process is carried out and the timelines to be implemented. Should the Board decide to appoint a team to specifically deal with the transition period (rather than the entire Board), the Board President shall appoint three members of the Board to act in this capacity. The three member transition team shall then communicate regularly with the remaining Board members any developments / recommendations pertinent to the selection process. All Board action must be taken with the approval of the entire Board of Education.

**2130-R**    **Superintendent Succession Planning & Recruitment** (Cf 5020) 4-23-08    **2130-R-4**

***Executive Search Program***

The Bedford Board of Education has established a positive working relationship with the Michigan Association of School Boards (MASB). The Transition Team may recommend MASB or another reputable organization to perform the superintendent search.

**COMMUNICATION  
PLAN**

Announcement of the Superintendent's resignation will immediately be shared with both the staff and community. A statement of the Succession Plan will be announced at the same time. The communication plan must be:

- Clear
- Consistent
- Credible
- Providing information the public needs to know
- Repeated often

Information will be communicated through the following channels:

- Newspaper
- Web Page
- Parent Newsletter
- Public Meetings / Board Meeting

The official spokesperson representing the district in all media contacts and external inquiries will be the President of the Bedford Board of Education working in conjunction with the interim superintendent.

## Section 2000 – General School Administration Administrative Regulations

**2130-R Superintendent Succession Planning & Recruitment** (Cf 5020) 4-23-08 **2130-R-5**

### CANDIDATE PROFILE

The Bedford Public School District is seeking a leader who possess the following characteristics and skills:

- Visionary leadership, with experience in communicating and building coalitions to achieve the vision
- Demonstrated success in raising achievement for all students
- Skilled in creative problem-solving and collaborative decision making processes
- Customer focused; highly visible in the community and in classrooms
- Strong political and public relations skills; ability to articulate issues and advocate for K-12 education on public policy issues
- Successful experience in the effective management of resources; understanding of school finance; experience in collaboration for the provision of services
- Data-driven decision-making skills
- High moral and ethical character; impeccable integrity and trustworthiness
- Excellent communication skills, including listening and the ability to forge consensus
- A strong commitment to Bedford Township and Monroe County
- Proven track record of leadership in progressively more responsible roles

### *Search Assumptions*

A decision on the final configuration of executive leadership will be made in collaboration with a search agency (if desired). The Board shall make their determination based upon a range of criteria representing the most qualified / most desirable candidate to the least qualified / least desirable candidate.

Both internal and external candidates will be considered for the position.

When potential executive leadership exists within the organization, the Board should consider the following elements of a development plan:

- Mentoring
- Individual Development Plans
- Development Assignments
- Job Shadowing

**TIMELINES**

***Schedule A***

***First 30 Days***

1. Announce resignation to staff and community
2. Announce transition plan
3. Board decision on Interim Superintendent
4. Board decision on outside search / hire internal
5. Search Process begins (MASB or other acceptable agency)

***Second 30 Days***

1. If internal candidate is chosen, he/she takes over (see Schedule B)
2. Interim Superintendent manages Board, district and community relations/communications.
3. MASB superintendent search begins:
  - a. Preparation
    - timelines
    - staff and community input
  - b. Recruitment
    - solicitations of applications
  - c. Board leadership and support
    - screening of applicants
    - visitations

***Third 30 Days***

1. Continue MASB superintendent search process
2. Interim continues with Board, community and district relations/communications
3. Communications:
  - a. Press releases on search process
  - b. Communications to staff

***Fourth 30 Days***

1. Culminate superintendent search process
2. Appoint new superintendent
3. Superintendent takes over transition and begins to detail his/her transition process/plan.

**TIMELINES** (continued)

***Schedule B***

*(after internal candidate assumes office)*

***First 30 Days***

1. The new Superintendent reports to the Board at a “regular or special” meeting to discuss the transition plan and the development of his / her "Vision Plan for the Future"
  - Vision - how the organization will unfold under new leadership
  - Organizational Plan - what will be the steps to constant improvement under new leadership
2. Schedule individual Board member meetings
3. Meet with Business office to go over budgets
4. Review all Union Contracts
5. Schedule a series of dialogues with union leaders
6. Meet with administrative team
7. Continue review and visitation of instructional programs
8. Post any needed administrative positions (with Board input)

***Second 30 Days***

1. Begin union leadership dialogues
2. Further develop vision plan for the future including process to solicit feedback from stakeholders
3. Develop posting of any administrative position
4. Schedule and begin staff and community meetings to determine:
  - What makes a district great?
  - What do I, as a superintendent, need to know about the district?
  - What steps can we take together to make this an even better district.
5. Interview and hire needed administrators (if necessary)
6. Initiate dialogues with community leaders, state legislators, and "key communicators"
7. Continue staff and community meetings re: the three questions (above)



***Schedule B - continued***  
*(after assuming office)*

***Third 30 Days***

1. Refine the vision plan for the future and organizational deployment as needed
2. Develop a summary report of feedback from the community and staff on the three questions. Share with the Board of Education
3. With Superintendent input, begin the development of district goals to be finalized at the annual Board Retreat.
4. Continue dialogue with community leaders, state legislators and "key communicators"
5. Develop a communication plan to inform the staff, "key communicators", community, and media on:
  - Superintendent transition
  - Vision plan for the future
  - Summary report of staff and community feedback on three questions
  - District goals
6. Complete and implement all aspects of district direction for upcoming year
  - Completion of vision plan for the future
  - Approval of organizational plan
  - Approval of goals

## **Section 2000 – General School Administration    Administrative Regulations**

**2170-R**    Professional Development Opportunities    (8-05)

**2170-R**

The annual budget shall provide an allocation for the Superintendent's attendance at educational meetings. The Superintendent shall be authorized to attend those conferences, workshops, and seminars, which in his/her judgment shall be of greatest value to the District within the limitations provided in the budget and/or limitations specifically placed on such attendance by the Board.

The Superintendent shall annually report to the Board, as nearly as possible, the meetings he/she plans to attend and shall notify the Board President when attendance at such meetings will cause him/her to be absent from the District for more than a day.

## Section 2000 – General School Administration Administrative Regulations

### **2400-R**      Administrative Personnel (Central Office and Building Level) (8-05) **2400-R**

#### Recruitment and Screening

All administrative applicants will be screened initially by the Superintendent who may use other staff members to assist him/her, and who shall then make recommendations to the Board.

At the discretion of the Superintendent, all or part of the expenses incurred by candidates who are interviewed for an administrative position may be paid by the District.

The District shall endeavor to conduct interviews on a school day so that a candidate may visit the schools of the District while they are in session.

#### Compensation Guides and Contracts

Administrative contracts will be reviewed each March. The term of each administrative contract will be determined by the Board in accord with law.

No administrative rule shall be in conflict with Board policy.

#### Rules Drafting

All proposed rules/regulations or procedures may be submitted to the Board's attorney for a legal interpretation before being submitted to the Board for review.

#### Staff Involvement

The Superintendent and Principals may appoint committees for such functions as are not being performed by existing groups or persons at their own discretion.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was designated to operate. All committees shall terminate no later than one year after their establishment unless re-established by the Board or the administration.

#### Student Involvement

The use of student input in the formation of policies and rules shall be restricted to areas pertaining to attendance center administration, to the extent desirable by the school District's administration. Students may be appointed to work on committees.

#### Administration in Policy Absence

In the event the Superintendent is forced to act in the absence of regular Board policy or guidelines and feels that policy is needed, he/she may draft a proposed Board policy, together with appropriate rules, to be presented to the Board at its next meeting for its consideration.

#### Considerations

In the development of administrative rules, regulations, and/or procedures, the administrator in charge shall consider the following areas:

**2750-R**    Administrative Rules (Cf. 1570)

(8-05)

**2750-R-2**

A.    The Board's expectations and concerns.

Have measurable outcomes been decided upon by the Board and/or Superintendent? Have the concerns of individual Board members been addressed?

B.    Legal Review

Has there been a review of the *Revised School Code*, the *Laws Relating to Education* and attorney general opinions relative to the policy topic? Has there been a review of any U.S. court or Michigan court decisions relative to the policy topic?

C.    Operational Activities

There shall be consideration given to any staffing, fiscal, notification and in-service/orientation implications relative to the administrative procedures and implementation of the policy.

D.    Time Frames

There shall be consideration given to the effective date of any policy implementation activities. Those time frames may include: effective date, review dates, a date that the policy or procedures may end.

E.    Board Review

There shall be time for the administrative staff to review with the Board the administrative procedures when the topic warrants. Such discussion would override: problem areas, handling complaints, review of measurable outcomes and anticipated review dates.

F.    Reporting

Prior to any review of the Board's policy or a review of the administrative procedures, the administrative staff shall meet and discuss the policy relative to recommendations (stay the same, amend, or delete), the administrative procedures (meeting the outcomes and/or amending); and future policy and procedure oversight activities.

## **Section 2000 – General School Administration Administrative Regulations**

**2780-R / Administration of Medications by School Personnel (4-15-08) 2780-R/  
8670-R 8670-R**

The following administrative rules are to be followed by District personnel in the implementation of policy 2780. These rules and procedures may not be changed or amended without the express approval of the Superintendent of Schools.

### School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

- a. The parent(s)/guardian(s), who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and authorize District personnel to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:
  - Name of the pupil,
  - Name of the medication,
  - Dosage of the medication,
  - Route of administration,
  - Time the medication is to be administered, and
  - The length of time (not to exceed the current school year) that medications are to be administered.

Any “biohazardous” wastes produced shall be disposed of in accordance with law, and the written instructions distributed by the administration.

New parent(s)/guardian(s) and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

**2780-R**     Administration of Medications by School Personnel     (4-15-08)

**2780-R-2/  
8670-R-2**

Storage and access to medications in school

Prescription medication to be given at school must be delivered, by the parent(s)/guardian(s), in a container as prepared by a pharmacy, physician, or pharmaceutical company with a printed label specifying:

- a. The child's full name,
- b. The name of the medication and the dosage,
- c. The time of day medication should be administered, and
- d. The name of the physician.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed. Only limited quantities of a prescription medication may be kept at school, and the parent(s)/guardian(s) shall be solely responsible for any and all prescription refills. All prescription medication shall be kept in locked storage or other safe place.

The Principal of each building shall designate the school personnel authorized to administer medication to students.

A building administrator may set a reasonable designated time for the administration of medications. The parent(s)/guardian(s) shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

## **Section 2000 – General School Administration Administrative Regulations**

**2780-R**     Administration of Medications by School Personnel     (4-15-08)     **2780-R-3**  
**8670-R-3**

Except in the case of an emergency that threatens the life or well being of the student, all administration of medication shall be conducted in the presence of two or more adults. When necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

### **Staff Training**

In-service training is recommended to be not less than four hours in length and include actual "hands-on" practice in identifying and dispensing medications. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional. Documentation that school personnel have completed the required in-service training shall be maintained by the school and made available, upon request, to a pupil's parent(s)/guardian(s), physician, licensed registered professional nurse, or by a school District official.

### **Training Guidelines**

Training for all individuals who are designated to administer medications to pupils in local and intermediate school Districts, public school academies, and nonpublic schools must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.



## **Section 2000 – General School Administration Administrative Regulations**

**2780-R**     Administration of Medications by School Personnel     (4-15-08)

**2780-R-4/  
8670-R-4**

2. A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, individuals designated to administer medications (i.e., Secretaries, aides, teachers, bus drivers, parent(s)/guardian(s)), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the administration of medications in schools.
4. Safe storage and handling of medications in school including procedures for receiving and disposing of medications.
5. The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects.
6. Procedures for safely dispensing medications to pupils in schools, on field trips, and other off-site school activities.
7. Practice in identifying and dispensing medications to pupils.
8. Policies and procedures related to pupil self-administration and self-possession of medication in schools.
9. Review and practice recording administration of medications.
10. Review and discuss procedures for dealing with medication administration errors. It is the responsibility of the student to report to the appropriate school official at the time any prescription is to be taken.

### Records

School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping. The medications log shall include the following:

- a. The full name of the student,
- b. The physician instructions for administration,

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**2780-R**     Administration of Medications by School Personnel     (4-15-08)

**2780-R-5 /**  
**8670-R-5**

- c. A log of the date and time, dosage, name of medication, administering adult, second adult present for each administration, and the signature of the administering adult and signature of witnessing adult for each administration. (If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log), and
- d. Any noted effects of, or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the building administrator shall be contacted immediately. The building administrator is responsible for reporting the medication error to the pupil's parent(s)/guardian(s) immediately. It is advised that the building administrator also contact the physician so that he/she may indicate to the parent(s)/guardian(s) that staff members are conducting the appropriate medical follow up. The school staff member shall write up the error on a District incident/accident report form and place a copy into the pupil's school record. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent(s)/guardian(s) immediately.

Medications should be brought to the school by the student's parent(s)/guardian(s). School personnel, appropriately trained, shall, throughout the school year, periodically review medication instructions on file and inventory medications being stored by the school. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

Parent(s)/Guardian(s) request/permission and a physician's instructions for administration of medications shall be renewed every school year. No changes to medication dosage or time of administration will be made except by instruction from a physician.

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent(s)/guardian(s).

#### School Administration of Medications – Non-prescription

The procedures for administering non-prescription medications to students by the District shall be identical to those for prescription medications.

#### Student Self-Administration of Medications

Upon the written request of the parent(s)/guardian(s), and with directions supplied by the physician, and with the approval of the school administration, students may self-possess small quantities of medication for self-administration. Any student, however, may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing. All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

Any “biohazardous” wastes produced by the student in the process of self-administration are to be carried back to the home by the student for proper disposal by the student/parent(s)/guardian(s).

All necessary written permission forms and physician’s directions detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

## Section 2000 – General School Administration Administrative Regulations

**2780-R**     Administration of Medications by School Personnel     (4-15-08)

**2780-R-7 /**  
**8670-R-7**

### Assisting a Student in Distress

Each building shall have a plan for handling medical emergencies.

Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

### Diabetic Emergencies

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

### Management of Students with Asthma in the School Setting

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, pesticides, molds and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

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**2780-R**    Administration of Medications by School Personnel    (4-15-08)

**2780-R-8/  
8670-R-8**

Staff with asthmatic students should know the signs of possible side effects of asthma medications, and, also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's web site at <http://www.state.mi.us/mde>.

The "School - Based Asthma Management Plan" form and "School-Based Diabetes Management Plan" form below are to be used in all building sites. The form may be identified with the name of the individual school if desired.

Resources for Staff Training

When selecting a person to train individuals to administer medications, it is imperative that this person knows the policies and procedures of the public school Districts, intermediate school Districts, public school academies, and nonpublic schools.

1. If the school District employs a licensed registered professional nurse, he/she can conduct the training.
2. The intermediate school District or local health department may also provide licensed professional nursing services for staff training (see list of local health departments in Michigan at <http://www.malph.org/page.cfm/18/>).
3. A school District can contact the Michigan Association of School Nurses (MASN) at 734-992-2223 or through their website at [www.michiganschoolnurses.org](http://www.michiganschoolnurses.org) to see if there is a licensed registered professional nurse available to provide this training to the District.
4. A medical professional (ie: physician, nurse, physician assistant) from the community may be available to conduct training for school staff.
5. If none of the above resources for training are available, contact Patty Lawless at the Michigan Department of Education, at 517-373-1122 or by email at [lawlessp@michigan.gov](mailto:lawlessp@michigan.gov).

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**2780-R**    Administration of Medications by School Personnel    (4-15-08) **Form 2780-R-A / 8670-R-A**

This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED ASTHMA MANAGEMENT PLAN**

Endorsed by the Michigan Asthma Steering Committee of the Michigan Department of Community Health

**STUDENT INFORMATION**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Room Teacher: \_\_\_\_\_

Physical Education Days and Times: \_\_\_\_\_

**EMERGENCY INFORMATION**

**TO BE COMPLETED BY THE CHILD'S PARENT(S)/GUARDIAN(S):**

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

First Priority Contact:                      Name \_\_\_\_\_

Phone \_\_\_\_\_

Second Priority Contact:                      Name \_\_\_\_\_

Phone \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TO BE COMPLETED BY THE CHILD'S DOCTOR:**

**WHAT TO DO IN AN ACUTE ASTHMA EPISODE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CALL 911 OR AN AMBULANCE IF:** Review attached "Signs of an Asthma Emergency and list any additional symptoms the child may present with:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Daily Management Plan – **To be completed by the child's doctor.**  
OVER FOR DAILY MANAGEMENT PLAN

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**2780-R**      Administration of Medications by School Personnel      (4-15-08) **Form 2780-R-B/  
8670-R-B**

Child's Name: \_\_\_\_\_

Be aware of the following asthma triggers:

\_\_\_\_\_

Severe Allergies: \_\_\_\_\_

### MEDICATIONS TO BE GIVEN AT SCHOOL:

NAME OF MEDICINE	DOSAGE	WHEN TO USE

Side effects to be reported to health care provider: \_\_\_\_\_

\_\_\_\_\_

Does this child have exercise-induced asthma?    Yes \_\_\_\_\_                      No \_\_\_\_\_

This child uses an inhaler before engaging in physical exercise and if wheezing during physical activity.

Yes \_\_\_\_\_    No \_\_\_\_\_

Activity Restrictions (e.g., staying indoors for recess, limited activity during physical education):

\_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have instructed this child in the proper way to use his/her inhaled medications. It is my professional opinion that this child should be allowed to carry and use that medication by him/herself.

\_\_\_\_\_ It is my professional opinion that this child should not carry his/her inhaled medications or epi-pen by him/herself.

\_\_\_\_\_ Please contact my office for instructions in the use of this nebulizer, metered-dose inhaler, and/or epi-pen.

\_\_\_\_\_ I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: \_\_\_\_\_.

Doctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_



# Signs of Asthma Emergency

## SEEK EMERGENCY CARE IF A CHILD EXPERIENCES ANY OF THE FOLLOWING:

- CHILD'S WHEEZING OR COUGHING DOES NOT IMPROVE AFTER TAKING MEDICINE (15-20 MINUTES FOR MOST ASTHMA MEDICATIONS)
- CHILD'S CHEST OR NECK IS PULLING IN WHILE STRUGGLING TO BREATHE
- CHILD HAS TROUBLE WALKING OR TALKING
- CHILD STOPS PLAYING AND CAN NOT START AGAIN
- CHILD'S FINGERNAILS AND/OR LIPS TURN BLUE OR GRAY
- SKIN BETWEEN CHILD'S RIBS SUCKS IN WHEN BREATHING

Asthma is **different for every person**. The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a  
breathing emergency...

Call 911 and the child's parent(s)/guardian(s)

# SIGNS OF A DIABETIC EMERGENCY

## LOW BLOOD SUGAR (HYPOGLYCEMIA)

ONSET CAN BE RAPID. MOST LIKELY TO OCCUR AT PEAK INSULIN ACTION TIMES, SUCH AS BEFORE LUNCH.

### **SIGNS:**

FAINTNESS/WOOZINESS/SHAKINESS

FATIGUE

SWEATING

DIZZINESS/WEAKNESS

PALE SKIN/CLAMMY SKIN

INAPPROPRIATE ACTIONS/CONFUSION

IRRITABILITY/MOOD CHANGES/CRANKINESS

DIFFICULTY FOLLOWING INSTRUCTIONS

COMBATIVENESS

INCOHERENT SPEECH

UNCONSCIOUSNESS

### **SYMPTOMS**

MUSCLE CRAMPING

HUNGER

NERVOUSNESS

STOMACHACHE

BLURRED VISION/HEADACHE

CONVULSIONS

## HIGH BLOOD SUGAR (HYPERGLYCEMIA)

ONSET MAY BE GRADUAL OR RAPID AND CAN LEAD TO SEVERE ILLNESS OR EVEN DEATH

### **SIGNS AND SYMPTOMS:**

EXCESSIVE THIRST AND FREQUENT URINATION

BLURRED VISION

DROWSINESS/FATIGUE

ABDOMINAL PAIN

NAUSEA

VOMITING

LABORED BREATHING AND

FRUITY SMELLING BREATH

***CHILDREN AND YOUTH THAT DISPLAY THESE SYMPTOMS SHOULD BE REPONDED TO IMMEDIATELY. EACH CHILD MAY REACT DIFFERENTLY. YOU SHOULD HAVE A LIST OF SYMPTOMS EACH CHILD MAY EXHIBIT ON FILE ALONG WITH HOW TO RESPOND. FOR ANY OF THE ABOVE SIGNS & SYMPTOMS, REPORT INCIDENT TO THE CHILD'S PARENT(S)/GUARDIAN(S).***

**IF THE CHILD IS VOMITING AND IS UNABLE TO TAKE FLUIDS, CONVULSING OR BECOMES UNCONSCIOUS, OR IF YOU ARE UNCERTAIN OF WHAT TO DO CALL 911 AND THE CHILD'S PARENT(S)/GUARDIAN(S)**

The Management of Students with Diabetes in Schools Workgroup

**Section 2000 – General School Administration Administrative Regulations**

**2780-R**

Administration of Medications by School Personnel (4-15-08) **Form 2780-R-E /**

**8670-R-E**

**Sample Permission Form for Prescribed Medication**

School: \_\_\_\_\_ Date form received by the school: \_\_\_\_\_

Student: \_\_\_\_\_ Date of Birth or age: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

**To be completed by the physician or authorized prescriber**

Name of medication: \_\_\_\_\_

Reason for medication (Optional) \_\_\_\_\_

Form of medication/treatment:

☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer Other \_\_\_\_\_

Instructions (Schedule and dose to be given at school):

\_\_\_\_\_

Start: ☐ date form received

Other dates: \_\_\_\_\_

Stop: ☐ end of school year

Other date/duration: \_\_\_\_\_

Restrictions and/or important side effects: ☐ None anticipated ☐ Yes, Please describe:

Special storage requirements: ☐ None ☐ Refrigerate

This student is both capable and responsible for self-administering this medication

☐ No

☐ Yes-Supervised

☐ Yes-Unsupervised

This student may carry this medication: ☐ No ☐ Yes

Please indicate if you have provided additional information:

☐ On the back side of this form

☐ As an attachment

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**To be completed by parent(s)/guardian(s)**

I request that (name of child) \_\_\_\_\_ receive the above medication at school according to standard school policy.

I request that (name of child) \_\_\_\_\_ be allowed to self-administer the above medication at school according to the school policy.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Section 2000 – General School Administration Administrative Regulations**

**2780-R**

Administration of Medications by School Personnel

(4-15-08) **Form 2780-R-F/**

**8670-R-F**

School: \_\_\_\_\_ This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED CARE PLAN for the STUDENT with DIABETES**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s)/Guardian(s) or Emergency Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager/Cell: \_\_\_\_\_

**SYMPTOMS SPECIFIC TO STUDENT**

Low blood sugar

High blood sugar

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

**TO BE COMPLETED BY PHYSICIAN**

The following activities will require supervision and/or assistance for \_\_\_\_\_ during the school day. Please check all that apply:

☐ May self test?

☐ Blood glucose testing

Daily at \_\_\_\_\_

☐ Blood glucose testing

as need per symptoms

☐ Target glucose range

\_\_\_\_\_

☐ Low blood sugar range

\_\_\_\_\_

☐ Intervention

\_\_\_\_\_

☐ High blood sugar range

\_\_\_\_\_

☐ Intervention

\_\_\_\_\_

☐ Ketone Checks

If glucose levels over \_\_\_\_\_ mg/dl

☐ Administer Glucagon

For following symptoms \_\_\_\_\_

☐ Insulin administration

See attached schedule

☐ Snack

Daily at \_\_\_\_\_

☐ Snack As needed

Training for the above procedures will be provided by: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section 2000 – General School Administration Administrative Regulations****2780-R**Administration of Medications by School Personne (4-15-08)**Form 2780-R-G / 8670-R-G****MEDICATION ADMINISTRATION DAILY LOG****(To be completed for each medication administered)** School Year \_\_\_\_\_ Name of Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_ Name of School: \_\_\_\_\_ Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route(s): \_\_\_\_\_ Time Given in School: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Directions: Initial with time of administration; a complete signature and initials of each individual administering medications shall be included below.**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Initial(s) of Individual  
Administering Medication

Signature

Initial(s) of Individual  
Administering Medication

Signature

Codes

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

7 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_  
12 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A) Absent

(O) No Show

(E) Early Dismissal

(W) Dosage Withheld

(F) Field Trip

(N) No Medication Available

(X) No School (i.e. Holiday, weekend, snow day, etc.)

Use reverse side for reporting significant information (e.g. Observation of medication's effectiveness, adverse reactions, reason for omission, plan to prevent future "no shows"). MDCH – Sample Updated 11-02

**2780-R**

Administration of Medications by School Personnel

(4-15-08)

**Form**

**2780-R-H/**

**8670-R-H**

**TRAINING CHECKLIST**

Date(s) of Training: \_\_\_\_\_

Trainer(s) Name and Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and job titles of individuals attending the training: \_\_\_\_ attached

Content and Skills Taught to Training Participants Shall Include:

\_\_\_ Review of Michigan laws governing the administration of medications to pupils in schools.

\_\_\_ Discussion of local school policies and procedures relating to the administration of medications to pupils in schools.

\_\_\_ Safe storage and handling of medications in schools.

\_\_\_ Uses, effects, and routes of administration of most commonly prescribed medications for pupils in schools.

\_\_\_ Safe dispensing procedures for medications in schools, including procedures for field trips and other off-site school activities.

\_\_\_ Review of local school policies and procedures related to pupil self-administration and self-possession of medications.

\_\_\_ Recording procedures for medications administered in schools.

\_\_\_ Procedures for dealing with medication administration errors.

\_\_\_ Opportunity for participants to ask questions regarding administration of medications to pupils in schools.

Signature of Trainer: \_\_\_\_\_

School District: \_\_\_\_\_

Date of Training: \_\_\_\_\_

**2810-R      Public Review and Inspection of Records (Cf. 8940 *et. seq.*) ( 8-05)      2810-R**

The Superintendent shall serve as FOIA coordinator for all records maintained at the central office of the District. Each building Principal shall serve as coordinator for all records maintained at the building level.

**Routine Inquiries**

Routine day-to-day inquiries to the District or school for information shall be handled appropriately by District staff. The procedures under this rule shall apply to requests made under the Michigan Freedom of Information Act.

**Requests**

Requests to inspect or copy public records must be made in writing (including FAX or e-mail) to the coordinator for the requested record(s) or his/her designee, and shall sufficiently describe the record to enable the coordinator to identify and locate the record. Separate requests shall be made for each record desired. Each coordinator shall file all requests and their dispositions in his/her office and make such reports as are requested by the Superintendent or the Board. Filed requests shall be held for a period of at least one year.

**Denials**

The coordinator shall examine each request to determine whether the record requested is exempt from disclosure under the Michigan Freedom of Information Act. If the coordinator determines that the record is exempt from disclosure, he/she shall issue a written denial of the request after consultation with the Superintendent. Such a denial shall be made within five days of receipt of the request or as otherwise provided by law, and shall include the reason(s) for the denial and the procedures for appeal of the decision to deny the request.

Should the requested record(s) be classified as exempt but contain information, which is not exempt from disclosure, the coordinator shall delete the exempt material and release the remaining information for inspection or copying.

## Section 2000 – General School Administration Administrative Regulations

**2810-R** Public Review and Inspection of Records (Cf. 8940 *et seq.*) (8-05)

**2810-R-2**

### Subscriptions

Requests for a subscription to documents or records produced regularly by the District must be accompanied by appropriate payment of estimated fees for the period of the subscription or by a credit card record to be used to charge fees on an ongoing basis. Subscriptions may run for up to six months and are renewable.

### Delays

If the nature of the request requires additional time to access the records or to make a determination on whether the request will be granted, the coordinator shall give written notice to the person making the request extending the period of response. Such an extension shall be for a maximum of ten business days in accord with law.

### Appeals

If a request to inspect or copy a record is denied by a building-level coordinator, the person making the request may appeal the decision within the District by submitting the appeal to the Superintendent in a writing which details the reason(s) for requesting reversal of the denial. The Superintendent shall respond in writing to the request as provided above.

If a request to inspect or copy a record is denied by the Superintendent, the person requesting access may appeal the decision within the District by submitting the appeal in writing to the Board for consideration at the next meeting of the Board. Such request(s) shall be submitted to the Superintendent or Board President for scheduling on the agenda of the next Board meeting.

### Fees

Fees for responding to a request shall be assessed as follows:



## **Section 2000 – General School Administration Administrative Regulations**

### **2810-R    Public Review and Inspection of Records (Cf. 8940 *et seq.*) (8-05)    2810-R-3**

- a) Photocopying charges of seven cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources,
- b) Actual mailing costs,
- c) Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request,
- d) Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request. Such labor fees shall be charged only when the request requires more than \$50.00 of labor. In such cases, the coordinator shall identify the nature of this unreasonably high labor cost.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50.00, the coordinator shall require a good faith deposit of one-half of the estimated fee before processing the request.

No charge for the first \$20.00 of a fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.

A record of fees paid shall be kept along with each request. A record of fees incurred shall be kept for any person making a request who is exempt from initial fees as a matter of Board policy, though such fees will not be charged except those in excess of the yearly maximum.

Revenue from copying open records shall be deposited monthly in the general fund of the District.

## **Section 2000 – General School Administration   Administrative Regulations**

**2810-R**    Public Review and Inspection of Records (Cf. 8940 *et seq.*) (8-05)    **2810-R-4**

### Safety of Records

To ensure the safety and integrity of records, access to records shall be accorded only under the direct supervision of the coordinator or designated District employee. Inspection of record(s) by the public is limited to the regular office hours of the building or office, which houses the record(s). Original school record(s) are not permitted to leave the premises except as required by law or Board policy. Copies of records not exempt from disclosure will be furnished for the appropriate fee.

### Computer Records

All new software purchased by the District to maintain records shall incorporate a feature enabling selected data to be exported in a text format for the purpose of complying with requests.

### Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or Board policy.