

- Personal Safety and Privacy
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others' personal information
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

Limitation of Liability

The JCFA will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. JCFA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the JCFA network.

ADMINISTRATION OF MEDICATION

The administration of medication to students must be in compliance with the requirements of LA Rev. Stat. Ann. §17:436.1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

NOTE: If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours.

Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent/legal guardian and designated school staff. School medication orders must be limited to medications which cannot be administered before or after school hours.

It shall be the policy of the JCFA that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met:

Parent/Legal Guardian Responsibility:

1. Written Orders - Medication shall not be administered to any student without a completed State of Louisiana Medication Order Form from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- Student name
- Name and signature of the physician/dentist/other authorized prescriber
- Physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- Student's diagnosis
- Name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- A written statement of the desired effects and the child-specific potential adverse effects

2. Containers, Labels, and Information - The physician's medication order is to be renewed at the beginning of each school year, and if the medication, dosage, route of administration, or time of administration is changed during the school year. Medication shall be provided to the school by the parent/legal guardian in a container properly labeled by a registered pharmacist or physician that meets acceptable pharmaceutical standards and shall include the following information:

- Student name
- Name, address, and telephone number of pharmacy
- Prescription number
- Date dispensed
- Clear directions for use, including the route, frequency, and other as indicated
- Drug name and strength
- Last name and initial of pharmacist
- Cautionary auxiliary labels, if applicable
- Physician's/dentist's/other authorized prescriber's name

3. Delivery and Supply - The parent/legal guardian shall arrange for the safe delivery of the medication to and from school by a responsible adult. The parent/legal guardian must supply all necessary items needed for the administration of the medication (i.e., cups, measuring implements, etc.). No more than a 35 school day supply of medication shall be kept at school.

NOTE: Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the CAO.

School Responsibility:

1. School personnel will not provide any medication.
2. A medication log form will be maintained by school personnel for each medication required by the student.
3. The designated, trained employee will keep all medication in a locked secure place.
4. All medications will be disposed of seven (7) days after the physician's recommended date to discontinue, if not claimed by the parent/legal guardian.
5. During the period when the medication is administered, the person administering the medication shall be relieved of all other duties.
6. Only oral medications, inhalants, topical ointments for diaper rash, and emergency medications shall be administered at school by unlicensed personnel. Except in life-threatening situations, trained unlicensed school employees may not administer injectable medications.
7. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

Additional Procedures:

1. Injections - The parent/legal guardian will be required to come to school and administer injections to their child except in the case of emergency medication for a life threatening situation.
 - a. The above policy shall not apply to students diagnosed with Insulin Dependent Diabetes Mellitus who do not self administer and may require insulin during the school day.
 - b. The parent/legal guardian is responsible for providing the insulin and necessary supplies.
 - c. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the CAO. The student will be responsible for securing the prescribed dosage.
2. Inhalers and Aerosol Treatments - Previously stated medication policy is to be followed. If an asthma inhaler is to be carried by a student at all times, then the physician's written orders must state such.

Ref: *Louisiana Rev. Stat. Ann. §§17:81, 17:436.1*
Louisiana Handbook for School Administrators, Bulletin 741, LA DOE