



**Sanford School Committee Meeting Agenda**

**May 20, 2019**

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**J. New Business**

1. 2019/2020 Budget Validation Referendum – Matt Nelson

2. Moving Plan – Matt Nelson

**Recommendation: To adopt the Moving Plan as presented.**

3. School Photography Contract Renewal – Gwen Bedell

On June 18, 2018, the Sanford School Committee accepted bids by Studio By The Pond for student portraits and Don Twombly Photography for sports photographs for the 2018/2019 school year, with an option to extend these contracts for two (school) years upon satisfactory performance.

**Recommendation: To extend the current Studio By The Pond student portraits contract and the current Don Twombly Photography sports photography contract through the 2019/2020 and 2020/2021 school years.**

**K. Old Business**

**None**

**L. Resignations**

1. Superintendent Nelson will announce the following resignation(s).

Sue Coveney	ELA Dept. Chair	SJHS	Eff. 8/31/19
Rachana Morin	Ed Tech II	SJHS	Eff. 8/31/19
Jen White (Michaels)	Ed Tech II	SJHS	Eff. 8/31/19

**M. Staff Appointments**

1. Superintendent Nelson will announce the following appointment(s).

Lisa Miller	ESY Teacher	Eff. 7/5/19
Sandra Thompson	ESY Teacher	Eff. 7/8/19
Lisa Caldwell	ESY Teacher	Eff. 7/8/19
Rita Pender	ESY Ed Tech	Eff. 7/8/19
Stephanie Monahan	ESY Ed Tech	Eff. 7/9/19
Jennifer Varney	Accounts Payable Specialist	5/21/19

**N. Staff Transfers**

1. Superintendent Nelson will announce the following transfer(s).

Joelle Landry	From Central Kitchen-kitchen personnel 5 hr./day	To Central Kitchen-temporary Second Cook 6.5 hr./day	Effective 5/20/19
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**O. Staff Nominations**

**None**

## Sanford School Committee Meeting Agenda

May 20, 2019

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**P. Policies**      (Attachment P)

1. Second Reading – Policy JLCD – Administration of Medication to Students  
**Recommendation: To adopt Policy JLCD as presented.**
2. Second Reading – Policy JLCDA – Administering Medical Marijuana in Schools  
**Recommendation: To adopt Policy JLCDA as presented.**

**Q. Items for Future Agenda(s)**      None

**R. Calendar Announcements**

Tuesday, June 11, 2019	Budget Validation Referendum	All day	Sanford Polls
Monday, June 17, 2019	Regular Meeting	6:00 pm	City Council Chambers

**S. Adjournment**

1. **Recommendation:** To adjourn at \_\_\_\_\_.

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The following policy will be presented for a **“Second Reading”**  
On June 3, 2019

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## **I. Policy JLCD: Administration of Medication to Students**

This policy has not been updated since March of 2007. We reviewed the recommended policy from Maine School Management Association and other similar policies from area York County schools.

### **The following language has been added to the policy:**

- For the purpose of this policy, “medication” does not include medical marijuana (See Policy JLCDA.)
- If the student who is self-administering requires use of an emergency medication, the nurse will evaluate the student and the medication administration and its effects will be documented.

### **The following language has been added to the policy or replaced existing language:**

- Epinephrine pen (~~EpiPen~~) has been replaced with **auto injectors**

## **II. Policy JLCDA: ADMINISTERING MEDICAL MARIJUANA IN SCHOOLS**

This policy is a new policy to outline the use of medical marijuana in Sanford Schools. We reviewed the recommended policy from Maine School Management Association, recommendations from our attorneys at DrummondWoodsum and other similar policies from area York County schools.

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services (“DAFS”) is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the Administrative duties associated with implementation, such as issuance of registration cards.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the policy outlines procedures that must be followed for the administration of medical marijuana to students at school.

**See Attached Policy JLCDA: Administering Medical Marijuana in Schools**

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### **Recommended Motions**

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1. Motion to adopt **Policy JLCD: Administration of Medication to Students**
2. Motion to adopt **Policy JLCDA: Administering Medical Marijuana in Schools**

## ADMINISTRATION OF MEDICATION TO STUDENTS

Although the School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances it may be necessary for a student to have medication administered to him/her while at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine auto injectors. The School Committee encourages collaboration between parents/guardians and the schools in these efforts. The School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

### I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider. For the purpose of this policy, “medication” does not include medical marijuana (See Policy JLCDA.)

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

## II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

### A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

### B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify

the parent, the student's health care provider and the school administrator, as appropriate, (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements. Medications cannot be sent to school with the student.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse, principal and/or designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse, principal or designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive appropriate training before being authorized to do so.

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable,



the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine auto injectors

Students with allergies, asthma or diabetes may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine auto injector, asthma inhaler or diabetic medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen, asthma inhaler or diabetic medication if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine auto injector, asthma inhaler or diabetic medication.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine auto injector, asthma inhaler or diabetic medication.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine auto injector, asthma inhaler or diabetic medication taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen, asthma inhaler or diabetic medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine auto injector, asthma inhaler or diabetic medication may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

If the student who is self-administering requires use of an emergency medication, the nurse will evaluate the student and the medication administration and its effects will be documented.

#### J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)  
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Adopted: September 13, 1999  
Revised: March 19, 2007  
Revised: May 22, 2019 First Reading  
June 3, 2019 Second Reading

**Proposed Policy: JLCDA****ADMINISTERING MEDICAL MARIJUANA IN SCHOOLS**

The Sanford School Committee recognizes that there may be some students in the Sanford School District who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services (“DAFS”) is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the Administrative duties associated with implementation, such as issuance of registration cards.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the following procedures must be followed for the administration of medical marijuana to students at school.

- A. The student’s parent/legal guardian/legal custodian shall obtain a copy of the Sanford School Department’s Request to Administer Medical Marijuana in School Form and School Committee Policy JLCD from the school nurse;
- B. The parent/legal guardian/legal custodian and the student’s authorized medical provider (physician, certified nurse practitioner or physician assistant) shall complete and sign the Request Form, and attach a copy of the student’s current written certification for the use of medical marijuana. The original certification must be shown to the school employee processing the request. The school will retain a copy;
- C. The parent/legal guardian/legal custodian must designate the caregiver who will administer medical marijuana to the student in school (including for students over the age of 18). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be shown to the school employee processing the request. The school will retain copies;
- D. If the designated caregiver is not a parent/legal guardian/legal custodian of the student, the designated caregiver must also submit verification that

- he/she is authorized by the State to administer marijuana to the student on school grounds;
- E. Arrangements will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program, and that will not impact other students or employees. The designated caregiver must comply with all School Committee policies and school rules while on school premises to administer medical marijuana to a student;
  - F. Medical marijuana must be brought to school by the caregiver, and may not be held, possessed or administered by anyone other than the caregiver. The student may only possess the medical marijuana during the actual administration process;
  - G. Medical marijuana administered in school must be in nonsmokeable form (vaporizers are not permitted);
  - H. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated, to a school employee or any other person that the primary caregiver;
  - I. The designated caregiver must check-in at the school office upon arrival for the administration of medical marijuana. Medical marijuana may only be administered in a private, designated area and must be observed by a school designee. Medical marijuana will not be administered in the school nurse's office;
  - J. The designated caregiver must checkout at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

Cross Reference: JLCD - Administration of Medication to Students, JLCDA-E - Administering Medical Marijuana in Schools Form

Legal Reference: Maine 2015 P.L. Ch. 369

First Reading: May 20, 2019

Second Reading: June 3, 2019

**SANFORD SCHOOL DEPARTMENT**

**PARENT/MEDICAL PROVIDER REQUEST TO ADMINISTER  
MEDICAL MARIJUANA AT SCHOOL**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**A. To be completed by Provider: Physician, Certified Nurse Practitioner or Physician Assistant**

Reason for use of medical marijuana: \_\_\_\_\_

The medical marijuana must be administered during school hours:  Yes  No

If yes, time to be administered: \_\_\_\_\_

Restrictions (including any restrictions on school activities for safety reasons) and/or important side effects:  None anticipated

Yes. If yes, please describe in detail: \_\_\_\_\_

Date of student's certification for medical marijuana use: \_\_\_\_\_

Date to be discontinued: \_\_\_\_\_

Any other necessary instructions or information: \_\_\_\_\_

***NOTE: THE SCHOOL NURSE MAY CONTACT YOU IF THERE ARE FURTHER QUESTIONS CONCERNING THIS REQUEST.***

Provider's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

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

***Note: Any changes to the information above shall require a new request/permission form.***

**B. To be completed by Parent/Legal Guardian/Legal Custodian:**

Form of medical marijuana to be administered: \_\_\_\_\_

*Note: Medical marijuana may only be administered at school in nonsmokeable form (vaporizers are not permitted).*

Dosage (amount): \_\_\_\_\_

*I understand and agree that if the school nurse has questions regarding the provider’s order, that the nurse may contact the child’s provider and obtain additional information about the medication. I consent to the provider releasing that information.*

*I have read Board Policy JLCD – Administering Medication to Students and understand that I must comply with all the requirements concerning the administration of medical marijuana.*

*The following caregiver has been designated to administer marijuana to the student. This caregiver has obtained the required registry identification card. If the designated caregiver is not a parent/legal guardian/legal custodian, he/she has submitted verification from the State that he/she is authorized to administer marijuana to a student on school grounds.*

Name of Designated Caregiver: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signature of Parent/Legal Guardian/Legal Custodian

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

**Note: copies of the following MUST be attached to this form:**

1. Current written certification for the use of medical marijuana by the student
2. The state caregiver designation form
3. The designated caregiver’s registry identification card
4. If the designated caregiver is not a parent/legal guardian/legal custodian of the student, documentation that the caregiver is authorized by the state to administer marijuana to a student on school grounds

**C. To be completed by School:**

Date received: \_\_\_\_\_ By whom: \_\_\_\_\_

Date reviewed: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Notes: \_\_\_\_\_