

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Emergency Medical Authorization	
Procedure No. 5341-00-01	Eff. Date: 08/2005
Implements Board Policy(ies) <u>5341: Emergency Medical Authorization</u>	Last Reviewed: 08/2005

1. Background

<p><i>Background to the implementation of the policy</i></p> <ul style="list-style-type: none"> • <i>This procedure outlines how individual schools should be trained to address emergency situations.</i>

2. Responsibilities

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <p><i>Consistent with the recommendation of the Ohio Department of Health, the training should be reviewed twice a year and all school staff be trained on the proper response to an emergency situation.</i></p>	

3. Action Steps

<p><i>Describe the action steps relevant to the implementation of the policy.</i></p> <ul style="list-style-type: none"> - <i>Document medication administration according to school policy</i> - <i>Have a debriefing meeting with the school nurse (if available) and school administration after giving an emergency medicine</i> - <i>Talk about how response went</i> - <i>Talk about concerns</i> - <i>Talk about ways to improve in the future</i>
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4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Many CPS schools have school based health centers. There are a number of schools that don't and rely on a RN or School Health Assistant availability in order to dispense medication in addition to trained personnel. Communication with the Cincinnati Health Department is necessary to ensure that staff are trained across the system to ensure consistency of practices.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
Administration of Medication Form	<i>Parent Permission Form</i>	<i>6/24/2011</i>
Medication Administration Record	<i>Log</i>	<i>6/24/2011</i>

6. Additional Information

Describe any additional information relevant to the implementation of the policy.