

## HOBART PUBLIC SCHOOLS: DISTRICT POLICY

### SAFETY PROGRAMS

**General:** The regulations, practices, and procedures of the District shall promote safety throughout the District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of the District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

**Fire Drills:** Superintendent shall prepare and publish a plan for the evacuation of the respective buildings in case of fire. Fire drills shall be conducted at least twice per semester and more often if deemed appropriate by the Superintendent. Drills must occur within the first fifteen (15) days of each semester. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request.

**Disaster Plans and Safety Drills:** The District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies. Disaster plans shall be placed on file with the District and with the local emergency response organization within the District, which may include police, fire, emergency medical services, sheriff and emergency management of the appropriate jurisdiction. The plans shall be submitted in a format acceptable to the emergency agency no later than November 1 of each year. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Disaster drills shall be performed periodically throughout the school year as set forth in Administrative Procedures.

The District shall conduct the following drills:

**Lockdown Drills:** Each public school within the District will perform at least two (2) lockdown drills per year as required by law. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill conducted in the same school year, and no more than two lockdown drills shall be conducted in one semester. Additional drills may be conducted at the discretion of the District. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. The drills shall conform to the written plans and procedures adopted by the District.

**Intruder Drills:** The District shall have two (2) intruder drills per school year. Each intruder drill shall be conducted within the first fifteen (15) days of each semester. The extent of student involvement in intruder drills shall be determined by the District's Superintendent in consultation with the building principal.

**Tornado Drills:** The District shall have two (2) tornado drills per school year with at

least one drill being conducted in the months of September and March.

**Fire Drills:** Superintendent shall prepare and publish a plan for the evacuation of the respective buildings in case of fire. Fire drills shall be conducted at least twice per school year and more often if deemed appropriate by the Superintendent. Each fire drill must occur within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal. Each fire drill shall be documented in writing by the public school site, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall or his agent upon request. The District shall conduct a minimum of eight (8) safety drills per school year, in addition to the two (2) lockdown drills. The principal and the superintendent shall determine the additional safety drills to be performed consistent with the risks assessed for the particular facility or the recommendations of the Safe School Committee and/or local fire and law enforcement.

**Emergency Closings:** The Superintendent may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

**Bomb Threats:** A bomb threat will be considered to be any information that an explosive device may be present in the school and is not exploded or the threat of the presence of an explosive device. The following steps of action will be followed: 1) if a phone threat is made, the person taking the call will obtain as many details as possible, following FBI bomb threat data and will provide this information to the school office. 2) The person receiving the call will immediately notify the school office. 3) The school office will immediately notify the police. 4) The building will not be evacuated unless the police instruct the school to do so.

**Health Services:** Nurses or health aides shall perform all first aid and emergency care in accordance with applicable laws and regulations. In the event that a nurse or health paraprofessional is not available, first aid may be administered by a principal, an administrator, secretary, counselor, and other qualified personnel as designated. In accordance with Oklahoma law, at least one certified teacher and one noncertified staff member at each school site shall receive training in cardiopulmonary resuscitation and the Heimlich maneuver each year.

In the event of a serious injury to a student, school personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The District is not responsible for any transportation and/or medical costs associated with emergency care.

**Administering Medication:** Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by the District.

A student who has a legitimate health need for a medicine shall deliver the medicine to

the Superintendent or the Superintendent's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the Superintendent or designee pursuant to the parent's instruction and the directions for use on the label or in the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the building principal.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. Medication will not be sent home with students; however, prescribed medication for asthma and diabetes will be sent home with permission signed by parents or guardians.

**Self-administration of Certain Medication:** Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications and prescribed anaphylaxis medication according to the provisions of this policy. The District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma or anaphylaxis may possess and use his or her labeled asthma or anaphylaxis medication at all times.

The student's parent or guardian shall

1. Provide the school with a written statement on the form prescribed by the Board of Education authorizing the self-administration of inhaled asthma or anaphylaxis medication. Such written statement shall acknowledge that the District shall not incur any liability as a result of any injury arising from the self-administration of asthma or anaphylaxis medication by a student.

2. Provide the school with a written statement from the student's treating physician containing the following information:

- a. That the student has asthma or anaphylaxis;
- b. That the student is capable of and has been instructed in the proper method of self-administration of the student's asthma or anaphylaxis medication.
- c. The name and purpose of the asthma or anaphylaxis medication;
- d. The prescribed dosage;
- e. The time or times at which and special circumstances, if any, under which the asthma or anaphylaxis medication is to be administered;

3. Provide the school with an emergency supply of the student's asthma or anaphylaxis medication(s) to be administered pursuant to Oklahoma law by a school nurse or other authorized personnel.

4. Provide asthma or anaphylaxis medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:

- a. Student's name;

- b. Prescription number;
- c. Asthma or anaphylaxis medication name and dosage;
- d. Method of administration and dosage;
- e. Date of prescription and refill;
- f. Licensed prescriber's name;
- g. Pharmacy name, address and telephone number;
- h. Name of pharmacist.

The authorization for self-administration of asthma and anaphylaxis medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma and anaphylaxis medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma or anaphylaxis medication pursuant to a prescription or written direction from a physician.

Students will be permitted to possess and self-apply over-the-counter sunscreen regulated by the FDA without requiring written consent from a parent or guardian. A designated school employee may apply sunscreen to a student who is unable to self-apply with written consent of a parent or guardian.

For specific regulations concerning Medical Marijuana or cannabidiol (cbd oil), please refer to Policy BB-A.

**Safety Education:** The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

**Safe Schools Committee:** The District and the families of the District's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a Safe School Committee at each school site. The Safe School Committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The Safe School Committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the Safe School Committee. The Safe School Committee will assist the District in promoting a positive school climate by

assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the Safe School Committee shall study and make recommendations to the principal at least once each year regarding

- 1) unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors other behavioral health and suicide prevention resources.

The Safe School Committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school site pursuant to state law. The principals shall provide a copy of the recommendations of each Safe School Committee to the Superintendent.

**Accidents:** Accidents involving employees, students, or visitors shall be reported to the Superintendent and investigated as deemed appropriate.

**Hazard Communication Standard:** The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD), Asbestos Containing Materials (ACM) and Chemical Information Listing (CIL). The District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

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