



# SCHOOL WELLNESS PROGRAM POLICY & PROCEDURE ESSENTIAL ELEMENTS: SCHOOL PERSONNEL EDUCATION AND TRAINING

**THIS DOCUMENT IS TO BE USED AS A GUIDANCE TOOL IN DEVELOPING POLICIES AND PROCEDURES FOR SCHOOL PERSONNEL EDUCATION AND TRAINING IN THE SCHOOL WELLNESS PROGRAMS.**

## DEFINITION:

The SWP Minimum Program Requirement (MPR) #4 states that “the SWP shall develop a plan, in conjunction with appropriate school administration and personnel, to provide training and/or professional development to teachers and school staff in areas relevant to the SWP and school-specific needs.” School personnel education and training is a process that helps keep all students and staff safe at school and can include topics for the entire building staff such as bloodborne pathogens, emergency situations, communicable diseases, confidentiality, bullying, or mental health conditions. School personnel training can also be delivered to a smaller group of staff when it is related to a specific student with a chronic condition such as asthma, severe allergies, diabetes, or seizures and may include training on medication administration and emergency response.

## PURPOSE:

The purpose of the School Personnel Education and Training policy is to ensure that state/federal/local laws, model guidelines/policies, local school policies, and fiduciary policies/procedures are followed when education and training are provided to school staff. The SWP nursing and mental health providers have the knowledge and expertise to train school personnel that will help provide a safe and healthy school environment.

## PROCEDURES:

- Identify topics and the scope of training that the SWP staff may provide to school staff.
- Identify any state/federal/local laws, model guidelines/policies, local school policies, and fiduciary policies/procedures that need to be followed for specific training topics.
- Identify standards for providing staff training (e.g., objectives and evaluation methods, documentation for record keeping/data collection, skill checklists, practice drills, time interval between trainings, use of emergency care plans, use of individualized health care plans).
- Utilize professional organizations and governmental agencies as resources for staff training (e.g., American Academy of Allergy, Asthma and Immunology; Asthma and Allergy Foundation of America; American Academy of Neurology; National Association of School Nurses; Centers for Disease Control and Prevention; Asthma Initiative of Michigan; National Diabetes Education Association; American Academy of Pediatrics; Michigan Association of School Nurses; National Heart, Lung and Blood Institute).
- Ensure provisions are made to provide professional development to the trainer as needed.

### **Examples of State/Federal Laws and Model Policies/Guidelines for School Personnel Education and Training**

#### *Training School Personnel about 504 Plans*

- Protects the rights of children with special healthcare needs (CSHCN) by providing related services, including health services, to those not eligible for special education (*Federal Law*).  
<https://www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973>

#### *Training School Personnel about Bloodborne Pathogens*

- Occupational Safety; Bloodborne Pathogen Standard (*Federal*).  
[CPL 2-2.69 \(November 27, 2001\)](#)
- Employer responsibilities to employee regarding training and response to exposure to blood borne pathogens.  
<https://adms.apps.lara.state.mi.us/File/ViewDmsDocument/13028>

#### *Training School Personnel about Child Abuse and Child Trafficking*

- Amends and reauthorizes the Child Abuse Prevention and Treatment Act, the Family Violence Prevention and Services Act, the Child Abuse Prevention and Treatment and Adoption Reform Act of 1978, and the Abandoned Infants Assistance Act of 1988, and

- for other purposes (*Federal Law*). [CAPTA Reauthorization Act of 2010 P.L. 111-320](#)
- Provides justice for the victims of trafficking through grants to States for child abuse investigation and prosecution programs, services for victims of child pornography, and domestic child human trafficking deterrence programs (*Federal Law*). [Justice for Victims of Trafficking Act of 2015 P.L. 114-22](#)
- Delineates persons required to report child abuse or neglect; written report; transmitting report and results of investigation to prosecuting attorney or county family independence agency; pregnancy of or venereal disease in child less than 12 years of age. [Child Protection Law-Act 238 of 1975. MCL 722.623](#)
- State records and reports related to HIV/AIDS are not confidential if information is required under the Child Protection Law. [333.5131\(5\)\(f\)](#)
- A child protective services worker may interview a child in the school setting without parental consent or school personnel involvement. [6869 Op. Attorney Gen. 92 \(1995\)](#)

#### *Training School Personnel about Managing Emergencies*

- The governing body of a school that operates K-12 shall adopt and implement a cardiac emergency response plan for the school. [PA 12 of 2014](#)

#### *Training School Personnel about Confidentiality*

- Provides privacy restrictions on student records. School health records are covered under this act. At the elementary or secondary school level, students' immunization and other health records that are maintained by a school district or individual school, including a school-operated health clinic, that receives funds under any program administered by the U.S. Department of Education are "education records" subject to FERPA, including health and medical records maintained by a school nurse who is employed by or under contract with a school or school district (*Federal*). <https://www2.ed.gov/policy/gen/reg/ferpa/index.html>
- Provides privacy restrictions on student records. When a school provides health care to students in the normal course of business, such as through its health clinic, it is also a "health care provider" as defined by HIPAA (*Federal*). [PL 104-91 Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)
- Communication between teacher, guidance officer, school executive, or "other professional person" are confidential. [600.2165](#)

#### *Training School Personnel about Severe Allergies/Epinephrine*

- Addresses stock epinephrine in schools. A prescriber may issue a prescription for and a dispensing prescriber or pharmacist may dispense an auto-injector epinephrine to a school board for meeting the requirements of section 1179a of revised school code, 1976, PA 451, MCL 380.1179a. [PA 186 of 2014](#)

- Requires each Michigan public and nonpublic school to have at least two Epinephrine auto-injectors in addition to policies based on updated medication guidelines, training requirements and reporting requirements. [PA 187 of 2014](#)
- Allows prescribers to prescribe and pharmacists to dispense auto-injectable epinephrine to authorized entities under certain circumstances and limit liability. This would include non-public schools. [PA 221 of 2015](#)

#### *Training School Personnel about Asthma*

- Allows pupils to carry and self-administer prescribed inhalers and/or epinephrine auto-injector for emergency use with the written order and approval of the child’s physician and written permission of the parent/legal guardian. [380.1179](#)
- Model policy from the Michigan Department of Education (2004). NOTE: Not a law. [Model Policy on the Management of Asthma in Schools](#)

#### *Training School Personnel about Diabetes*

- Model policy approved by Michigan Department of Education 2011. [Model Policy on Diabetes](#)

#### *Training School Personnel about Bullying*

- The board of a school district or intermediate school district or board of directors of a public-school academy shall adopt and implement a policy prohibiting bullying at school. [PA 241 of 2011](#)
- Bullying policy must comply with 2014 amendments but not limited to the inclusion of cyberbullying as form of bullying. [PA 478 of 2014](#)

#### *Training School Personnel about Communicable Disease*

- Establishes requirements for reporting and other surveillance methods for measuring the occurrence of diseases, infections, and disabilities and the potential for epidemics. [333.5111](#)
- Managing Communicable Diseases in School is a guidance document for preventing and managing communicable diseases in the school setting. [https://www.michigan.gov/documents/mde/Final\\_Managing\\_Communicable\\_Diseases\\_in\\_Schools\\_7.2020\\_699432\\_7.pdf](https://www.michigan.gov/documents/mde/Final_Managing_Communicable_Diseases_in_Schools_7.2020_699432_7.pdf)

### *Training School Personnel about Homelessness*

- Federal law that ensures equal access to education for youth experiencing homelessness. [McKinney-Vento Homeless Education Assistance Act](#)

### *Training School Personnel about Managing Concussions*

- Requires the Michigan Department of Health and Human Services development, adoption, and approval of educational and training materials for sports concussion awareness compliance. <http://legislature.mi.gov/doc.aspx?2012-pa-0342>
- Requires Compliance of Sports Concussion Awareness Training for organizing entities, sponsors, or operators of an athletic activity in which youth athletes will participate. [Public Act 343 of 2012](#)

### *Training School Personnel about Meningitis*

- Requires schools to provide information on meningococcal disease, vaccine & availability of vaccine to parents of 6<sup>th</sup>, 9<sup>th</sup>, & 12<sup>th</sup> graders. [Michigan Law PA 240 of 2005](#)

### *Training School Personnel about Mental Health*

- A minor of 14 years of age or older up to 12 visits or four months whichever comes first may request and receive mental health services on an outpatient basis without the consent or knowledge of a parent or guardian. [380.1707](#)

### *Training School Personnel about Administering Medications*

- Liability sets forth legal provisions for the immunity of school employees, **designated by the school administrator**, against an allegation of “simple” negligence if the employee administers the medication under certain requirements including being in the presence of another adult. [380.1178](#)
- Allows pupil to carry and self-administer prescribed inhalers and/or epinephrine auto-injector for emergency use with the written order and approval of the child’s physician and written permission of the parent/legal guardian. [380.1179](#)
- A physician must delegate and supervise the act of medication administration if the school district does not employ a school nurse. [Attorney General Opinion, No. 5679, April 11, 1980](#)
- The Michigan Department of Education issued a memo to school superintendents outlining a model medication policy (2002). [MDE Model Medication Policy](#)
- The Michigan Department of education Addendum to the 2002 Model Policy and Guidelines for Administering Medications to Pupils at School Guidelines for Administering Medications to Pupils at School. Guidelines for responding to an

anaphylaxis emergency at school.

[https://www.michigan.gov/documents/mde/Epi\\_Addendum\\_6-18-14\\_461400\\_7.pdf](https://www.michigan.gov/documents/mde/Epi_Addendum_6-18-14_461400_7.pdf)

- The Michigan Department of education Addendum to the 2002 Model Policy and Guidelines for Administering Medications to Pupils at School Guidelines for Administering Medications to Pupils at School. Guidelines for responding to an opioid-related overdose at school.  
[https://www.michigan.gov/documents/mde/Opioid\\_Addendum\\_8-2017\\_Final\\_599107\\_7.pdf](https://www.michigan.gov/documents/mde/Opioid_Addendum_8-2017_Final_599107_7.pdf)
- Michigan Compiled Laws 380.1179b Employees to be trained in use and administration of opioid antagonist. [Section 380.1179b](#)

#### *Training School Staff about School Wellness*

- Michigan State Board of Education Model Local Wellness Policy.  
[Model Policy for Michigan](#)

#### *Training School Staff about Health and Sex Education*

- Requires that the principle modes by which communicable diseases including HIV/AIDS are spread and the best methods for preventing these diseases be taught in every Michigan school. Also requires that each person who teaches K-12 about HIV and AIDS to be trained in HIV & AIDS. [380.1169](#)
- Instruction in sex education. [380.1507](#)
- Requires that school districts develop comprehensive school health education programs. [380.1170](#)

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