

Model Policy Components

The following table is a quick reference to identify components of each policy listed in the checklist. This is not an exhaustive list. Please refer to available model policies provided for more detailed descriptions of policy components.

Asthma Friendly School Policy/School Asthma Policy
Asthma Awareness education integrated into school curricula
Asthma related professional development training provided to school personnel
Procedures to identify students with significant asthma morbidity
Individualized Asthma Action plans developed with collaboration of health care provider, parents & school health personnel
School health services provided to students with Asthma Action plans by qualified personnel
Student prescribed medication stored securely and correctly administered by prepared school personnel in accordance to state law and written parent/guardian approval
Students deemed competent are allowed to possess and self-administer prescribed medications on school grounds and school functions on and off school property
Tobacco smoke is eliminated from all school grounds, buildings, vehicles and school sponsored events at all times
Ongoing evaluation of policy
Designated staff for school health team
Self-administer Asthma Medication Policy [GA Code 20-2-774]
Authorization for students to carry and self-administer prescription Asthma medication who are identified as qualified to self-administer medication by physician
Student authorized to carry and use medication while in school, at a school sponsored activity, while under supervision of school personnel, or while in before-school or after-school care on school operated property
Self-administer Anaphylaxis (Epi-pen) Medication [GA Code 20-2-776]
Authorization for students to carry and self-administer prescription auto injectable epinephrine who are identified as qualified to self-administer medication by physician
Student parent/guardian has to provide written statement (annually) consenting to self-administrations, providing a release for the school nurse or other designated school personnel to consult with physician with any questions regarding the medication, and releasing school system and employees of civil liability.
Written statement from physician (annually) detailing medication, method, amount time schedules for administration of medication, and confirmation that student is able to self-administer
Students authorized for self-administration may use auto injectable epinephrine while at school, at a school sponsored activity, while under supervision of school personnel, or while in before-school or after-school care on school operated property; student may be subject to disciplinary action if used in manner other than prescribed
Schools are permitted to receive and store auto injectable epinephrine onsite on behalf of a student who is not able to self-administer medication if parent guardian provides a written statement from physician on use of medication & provides written release of school nurse or personnel to consult physician about medication and releases school of civil liability
Authorization of school personnel to administer auto injectable epinephrine to student on actual or perceived anaphylactic reaction whether or not student has prescription
School personnel authorized to administer auto injectable epinephrine, if available, to student upon actual or perceived anaphylactic adverse reaction by student, whether or not the student has a prescription for epinephrine
Education/training/information will be provided to school personnel on how to recognize the symptoms of anaphylactic shock and the correct method of administering the auto injectable epinephrine.
School personnel who, in good faith, administers or chooses not to administer epinephrine to student

100% Tobacco Free School Policy

Description of prohibition of tobacco use including: individuals involved, products prohibited, time of day policy effective, locations, and events
Explanation of tobacco products & tobacco use under policy
Explanation of school grounds and property under policy
Explanation of time of day as used in policy
Description of enforcement procedures for students, staff & visitors
Description of enforcement procedures for outdoor school sponsored events on campus grounds& School sponsored events off campus
Description of opportunities for cessation
Description of opportunities for prevention education
Procedures for implementation of the policy including effective date of the policy.
Enforcement policy detailing course of action for each offense for students, staff and visitors.

No Idling Zones (Buses Only) or (All Vehicles)

Drivers should turn off engines when loading and unloading students
Limit bus idling to 3 -5 minutes during early morning warm up on all but coldest weather conditions
No idling while waiting for students during fieldtrips and extracurricular activities
Schools provide a bus warming station outside of the school zone during cold weather
Schools provide drivers a place inside during cold weather to limit idling
Revised bus schedules to prevent caravanning & cleanest school buses assigned to longest routes
Annual communication of policy with all drivers receiving a copy of the policy at the beginning of each school year
Service delivery drivers are require to turn off vehicles when making deliveries Request for administration of medication must be accompanied by written parent/guardian

Medication Policy

All medication should be accompanied by written instruction from healthcare provider.
Request for administration of medication must be accompanied by written parent/guardian authorization
All prescription medication must be in original labeled pharmacy container with written healthcare provider request for administration including: student name, medication name, qualified healthcare professional name, dosage and route of administration, date, time or indication of administration
Requirements for the delegation of medication administration in the absence of a school nurse
Procedures for receipt of student medication from adult other than parent/guardian
Students not allowed to carry medication while at school except for students with asthma or medications for life threatening conditions who have met self-administer requirements
Students are allowed to carry asthma medication if: written statement from healthcare provider specifying use & administration of medication; student is identified as qualified and able to self-administer medication by healthcare professional; written parental permission for child to carry asthma medication

Indoor Air Quality Policy

Indoor Air Quality Coordinator- Responsible for leading communication, plan development & implementation, annual evaluations/inspections
Completion of School Building evaluations (annual) covering ventilation systems (HVAC) & maintenance activities
Walkthrough Inspections (annual) covering – functional spaces (classrooms, hallways, offices, kitchens exterior, roof, mechanical rooms, bathrooms, storage rooms, and boiler rooms)
Plan to address identified concerns/issues from evaluations & inspections
Annual Review of IAQ plan
Procedures for testing, handling exposure to, and disposing hazardous materials (e.g. Mercury, Asbestos, Lead, Radon)

Prohibition of Tobacco use on school grounds and in school buildings
Procedures for addressing animals in school buildings
Procedures incorporating Integrated Pest Management
Routine moisture inspections & plan for mold remediation
Procedures to address and limit School Bus Idling
Routine and regular maintenance and inspection of HVAC system, cleaning, adjustment and repair of building structures
Considerations or instructions for the use Cleaning and the use of Chemicals
Details for the establishment and maintenance of a Chemical management and improvement plan
Annual communication to parents and staff on IAQ plan, concerns and contact for IAQ coordinator
Annual training for staff to maintain on elements of IAQ; animals, food, chemicals, idling, maintenance etc.
Healthy School Environment Policy
Healthy Learning Environment plan including: Assessment of environmental factors that impact student learning or health; Plan for storage, use & disposal of cleaning agents & other hazardous chemicals; procedures for minimizing exposure to exhaust from vehicles; procedures for daily monitoring of outdoor air quality; mechanisms to resolve hazardous chemical exposure or water problems; action steps, strategies, & long-term goals to address identified concerns/issues
Statement on considerations for products/procedures to follow for newly constructed or renovated buildings
Prohibition of tobacco use for students, staff and visitors on school grounds or sponsored event; prohibition of tobacco sponsored items; notification of prohibition of tobacco products through written channels available to all impacted (etc)
Procedures for the allowance or prohibition of animals and birds
Provision incorporating integrated pest management (IPM)
Statement Addressing Outdoor air pollution including: use of AQI and action steps/instructions for at least AQI codes orange, red and purple.
Statement addressing diesel school bus exhaust; limiting or eliminating bus idling & utilizing exhaust reduction equipment or purchasing low emission vehicles
Field Trip Medication Policy
School nurse is advised in advance about field trip to prepare medications
School nurse will prepare pack of student medications for each teacher
RN will accompany field trip if student medical/ medication requirements cannot be met through delegation
Student may carry emergency medication if forms received indicate student ability to self-administer medication
Students requiring emergency medication administered by school nurse should ride on same bus
Integrated Pest Management
Integrated Pest Management (IPM) Coordinator to carry out program and maintain data sheet of pesticide use and applications
Written notice to staff and parents/guardians explaining IPM program, list of pesticides/bait stations that may be used in the schools & includes contact information for IPM Coordinator
Procedures for emergency pesticide application when there is evidence of an immediate threat to health and safety of students with notification within 24 hours after application
Application of pesticides prohibited on school grounds or within a school building while students are present or within seven (7) hours prior to normal instruction or extracurricular activities
Development & maintenance of a pesticide notification list with notification 24 hours prior to application
Integrated pest management program is developed, implemented and approved by the Department of Agriculture