

## Memorandum of Understanding

**Between  
California School Employees Association and its Chapter 303  
and  
Ravenswood City School District**

### Injections and Emergency Medications

The Ravenswood City District may have pupils which require medical injections (e.g. insulin) and/or emergency medications (e.g. epinephrine injections or seizure medication such as Diastat or medication used to treat an emergency drug overdose). The District has an interest in using unit members (and specifically unit members in the Paraeducator II job classification) to administer injections and emergency medications when no expressly authorized person (school nurse, school physician, RN or LVN employed by the district, or contracted RN, LVN, or public health nurse in the county health department) is available. CSEA represents the unit members of the District who may volunteer to be trained in the administration of injections for diabetes management and/or emergency medications used for allergic reactions, seizures or overdose management. Therefore, the parties do hereby agree as follows:

- A. Volunteers: Any agreement by a unit member to be trained and to provide medical assistance to pupils with diabetes or to students that are experiencing a medical emergency, shall be voluntary, this includes unit members serving in the Paraeducator II job classification and unit members who may have these duties listed in their job descriptions. A unit member who does not volunteer and who has not been trained, shall not be required to administer injections or provide emergency medical assistance.
- B. Notice: When the District requests volunteers, the following relevant information shall be provided, in writing, as part of its request:
- (1) a description of the administration of injections and emergency medications that may be provided by the volunteer;
  - (2) a description of the training that the volunteer will receive;
  - (3) a description of the voluntary nature of the program, and
  - (4) the volunteer rescission timelines.
- C. Offer and Rescission: Any unit member who does volunteer will submit his or her offer in writing. The offer shall be kept in the employee's personnel file by the District. Any unit member who volunteers may rescind his or her offer to administer injections and emergency medications up to three (3) days after the completion of the training. After that time, a unit member volunteer may cease performing the duties after providing a three (3) days' notice, or until a new health plan has been developed for the affected pupil, whichever is shorter.
- D. Training and Related Issues: The District shall provide unit members with training as follows:
1. The unit member volunteer shall receive training from a licensed health care professional regarding the administration of injections and emergency medications, which complies with any applicable training standards adopted by the California Department of Education.
  2. Insulin: Instruction on insulin administration, information on recognition and treatment of diabetes, and procedures for the storage of insulin shall be set forth in writing by the licensed health care professional and provided to the unit member volunteer.
  3. All unit member volunteers who are authorized to administer injections and emergency medications to pupils shall be provided with refresher training on an annual basis during paid time.
  4. All written materials used in the training shall be retained by the school site, and a copy of the materials shall be provided to the unit member volunteer at the time of his/her training. Documentation of the training shall be provided to the unit member volunteer and shall also be

placed in his/her personnel file before the unit member volunteer can administer injections and emergency medications.

5. All training of unit member volunteers shall be at the District's expense and shall occur during the volunteer's work time.

E. Physician's Orders and Interaction with School Official: The District shall provide to the unit member volunteer:

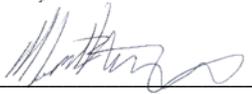
1. On an annual basis or more frequently, a copy of the written statement by the pupil's physician as required by law, detailing the name of the medication, the method, amount, and time schedules by which the medication is to be administered.
2. On an annual basis or more frequently, a copy of the written statement from the pupil's parent, foster parent or guardian, as required by law, indicating the desire that the District assist the pupil in administering insulin or in the case of an emergency, an emergency-medication.
3. The opportunity to be included in any discussions during regularly scheduled work hours if appropriate coverage is available, including IEP and/or 504 Plan discussions regarding the pupil's diabetic condition and administration of insulin or in the case of an emergency, an emergency-medication.
4. Access to all physician's notes, IEP and/or 504 Plan documents in the District's files regarding the pupil's diabetic condition.
5. Information on any changes in the pupil's condition (e.g. diabetes or other relevant medical condition), his/her medications, and in the written statements of the pupil's physician.
6. A designated District official to whom the unit member volunteer can address any issues which may arise regarding the injections or emergency medicine.
7. A plan and procedure for the storage of the pupil's insulin and/or emergency medication such that it is immediately available to the unit member volunteer.
8. Any necessary safety clothes or equipment such as gloves or masks.

F. Indemnification: Any unit member who volunteers to administer injections or emergency medication shall be provided a legal defense and indemnification by the District for any and all civil liability for the administration or failure to administer insulin injections or and/or other emergency medications. This information shall be provided in writing to the unit member and retained in his/her personnel file.

Date: 6/8/2020

CSEA

  
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Randy Jackson, Chapter 303 President

  
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Mark Westerberg, CSEA LRR

District

  
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Toni Stone, Director of Human Resources