

## The School Board of Leon County Administrative Procedures

Procedures posted on this site reflect current administrative practice in Leon County Schools. Other administrative procedures may be found at <http://www.planning.leon.k12.fl.us/Procedures/Index.html>.

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### 5341 - EMERGENCY MEDICAL AND INFORMATION CARD

The District will distribute annually to parents or guardians of all students the Emergency and Medical Information Card (EMI), which shall be completed by the parent or guardian for each student and returned to the school. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the EMI (Form 5341 F1).

The EMI (Form 5341 F1) will be kept in a secure, separate, easily accessible file in each school's health room during the school year. The cards must be easily accessible to school health room staff and to school personnel who have a legitimate educational interest, as defined by FERPA, in order to assist in the student's education or safeguard his/her health.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the copies of medication log forms (Form 5330 F2), the EMI (Form 5341 F1) for those students requiring medication administration while on the trip or who have Medical Management Plans (Allergy Action Plan Form 5330.01 F1, Asthma Rescue Medication Orders Form 5330.01 F2, Diabetes Medical Management Plan Form 5335 F1, Diabetes Medical Management Plan Supplement for Student Wearing Insulin Pump Form 5335 F2, Medical Management Plan Form 5330 F1, Seizure Action Plan Form 5330 F5) due to the presence of an identified chronic medical condition. A copy of the Medical Management Plans (Allergy Action Plan Form 5330.01 F1, Asthma Rescue Medication Orders Form 5330.01 F2, Diabetes Medical Management Plan Form 5335 F1, Diabetes Medical Management Plan Supplement for Student Wearing Insulin Pump Form 5335 F2, Medical Management Plan Form 5330 F1, Seizure Action Plan Form 5330 F5) must be available to the health care designee(s) in attendance on the trip. While on the trip, the health care designee(s) shall document medication administration on the copies of the medication log forms and upon return to the school, shall transfer the information to the original medication log forms located in the school health room. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described AP [5340A](#) - Handling of Student Accidents/Illnesses and AP [5340B](#) - Emergency Health First Aid Care.

Staff members are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

EMI Cards are Category B educational records and are subject to FERPA requirements. The principal shall be responsible for the control and supervision of these cards. At the end of each year, the cards shall be packed, stored in a secure area, and kept in accordance with District timelines.

F.S. 1001.43, 1006.062

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