



# Funk's Learning Lab

## HEALTH & MEDICAL PROCEDURES (NO NURSE ON STAFF)

**Address:** 321 S 6th Ave, Fairview, OK 73737 (located in Fairview First Assembly of God)

**Phone:** 806-523-6344 or 405-345-1245

**Prepared by:** Skylar Funk, Owner

**Effective date:** August 2025

**Next review:** June 2026

### Purpose

To ensure the safe administration of medication, response to medical incidents and emergencies, management of communicable disease outbreaks, and documentation of student immunizations and chronic health conditions—consistent with Oklahoma law and the Oklahoma State Department of Education (OSDE) accreditation requirements for private schools.

## 1. Administration of Medications

**Authority:** Oklahoma Statute Title 70, §1-116.2–1-116.3

### Policy Overview:

Medication may be administered by trained, designated school staff under the direction of the School Administrator. The school does not employ a licensed nurse; therefore, all medication administration will follow these legally compliant steps:

## A. Parental Authorization

- A parent/guardian must complete a signed *Medication Authorization Form* before any medication (prescription or OTC) is administered.
- Prescription medication must be in the original pharmacy container with the student's name, prescribing physician, dosage, and instructions.

## B. Administration

- Only trained staff approved by the Administrator may administer medication.
- Staff must verify the **five rights**: right student, right medication, right dose, right time, right route.
- Each administration must be logged immediately on the *Medication Log Form*.

## C. Self-Carry and Self-Administration

- Students may self-carry asthma inhalers, epinephrine auto-injectors, and diabetes supplies with written authorization from both the parent and physician, as permitted by Oklahoma law.
- The school is not liable for self-administered medication when the parent and physician authorize self-carry.

## D. Storage

- Medications are stored in a locked cabinet in the main office.
- Refrigerated medications are kept in a labeled, secure refrigerator.

## E. Disposal

- Expired or discontinued medications will be returned to the parent/guardian or disposed of safely following state or local requirements.

## 2. Medical Accidents and Emergencies

### Immediate Response Procedures:

1. **Assess the situation** and ensure the area is safe.
2. **Call 911** for any life-threatening condition: unconsciousness, difficulty breathing, severe bleeding, seizure >5 minutes, or suspected head/spinal injury.
3. **Provide first aid** as trained until emergency responders arrive.
4. **Notify the parent/guardian** and document all details on the *Incident Report Form*.
5. **Complete documentation** within 24 hours and file in the student's health record.

**Note:**

Oklahoma law grants liability protection to employees who administer medications or provide emergency care in good faith under these policies.

### **3. Health Outbreaks and Communicable Disease**

**Reporting & Coordination:**

- The Administrator will notify the **Major County Health Department** or appropriate county office for any suspected outbreak or reportable disease (e.g., meningococcal meningitis, measles, COVID-19, influenza clusters).
- The school will follow all exclusion and return-to-school guidance issued by the Oklahoma State Department of Health (OSDH).

**Prevention Measures:**

- Routine handwashing and surface sanitation are required.
- Students showing symptoms of illness will be separated and sent home until symptom-free or cleared by a healthcare provider.

**Parent Communication:**

- Families will be notified if there is an exposure or outbreak within the school community, without revealing personal health information.

### **4. Immunizations**

**Legal Reference:** 70 O.S. §1210.191

- Every student must provide an up-to-date immunization record or a valid medical, religious, or personal exemption on the OSDH-approved form before attending classes.
- Immunization records are stored securely and may be audited by OSDH.
- Families are encouraged to review annual immunization recommendations.

## 5. Meningococcal Meningitis Information

### State Requirement:

Oklahoma law requires schools to provide information about **meningococcal disease** and vaccination options.

### Information Summary:

Meningococcal disease is a serious bacterial infection of the brain and bloodstream. Symptoms can include sudden fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, and rash. It spreads through respiratory and throat secretions (e.g., coughing, kissing, sharing utensils).

### Action Steps:

- Suspected cases must be reported immediately to the County Health Department.
- The school will cooperate with public health officials for contact tracing and preventive antibiotic guidance.

## 6. Type 1 Diabetes Care Procedures

### A. Individualized Plan

- Parents of students with diabetes must provide a **Diabetes Medical Management Plan (DMMP)** from the student's healthcare provider and a parent-signed consent form.
- The DMMP will outline how to check blood sugar, administer insulin or glucagon, and respond to low or high blood sugar.

### B. Student Rights

- Students may perform diabetes management activities anywhere on campus or during school-sponsored events.

- Trained staff will monitor and assist as needed, ensuring privacy and safety.

### **C. Staff Training**

- The Administrator will train at least two designated staff members annually on:
  - Recognizing and treating hypoglycemia and hyperglycemia
  - Administering glucagon in an emergency
  - Using glucose meters and insulin pumps per DMMP

### **D. Emergencies**

- If a student experiences severe low blood sugar (unconsciousness, seizure, or inability to swallow), staff will:
  1. Call 911 immediately
  2. Administer glucagon if authorized in the DMMP
  3. Notify parents/guardians right away

## **7. Records and Documentation**

All health-related forms (medication authorizations, DMMPs, immunization records, incident reports) are stored securely in the school office.

Records will be kept for a minimum of **five years** or as required by Oklahoma record retention guidelines.

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## **8. Training and Review**

- The Administrator will ensure all designated staff receive **annual training** in:
  - Medication administration and documentation
  - Basic first aid and CPR
  - Recognizing medical emergencies and diabetes care procedures

- This policy will be reviewed annually and updated in response to any changes in Oklahoma law or accreditation requirements.

**Signatures:**

Administrator: Skylar Funk Date: 8/5/2025  
Designated Staff Trained in Medication Administration: Skylar Funk