



HOW HAVE SAN MATEO COUNTY PUBLIC SCHOOLS RESPONDED TO THE EPINEPHRINE AUTO-INJECTOR LAW, SB 1266?

Providing for the Emergency Medical Needs of Our Children

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ISSUE

California Senate Bill 1266, which became effective January 1, 2015,¹ requires all California public schools to stock epinephrine auto-injectors (Pens) and ensure that school nurses or other school personnel are trained to use these devices to treat students suffering, or reasonably believed to be suffering, from anaphylaxis, *i.e.*, a severe allergic reaction. This report evaluates how public schools in San Mateo County have implemented SB 1266.

SUMMARY

Anaphylaxis, or anaphylactic shock, is a symptomatic manifestation of a severe allergic reaction. California Senate Bill 1266 (SB 1266) defines anaphylactic shock as a potentially life-threatening hypersensitivity to a substance or allergen. Allergic reactions to foods have become the most common cause of anaphylaxis in community health settings². Other common allergens, or triggers, include insect stings, medications, latex and exercise. Although aware of food allergies for decades, the public has become increasingly aware of the incidence and prevalence of untoward reactions to certain foods and of the potential life-threatening severity of these reactions presenting clinically as anaphylaxis. The immediate emergency treatment indicated for individuals experiencing severe allergic reactions to certain foods is the injection of epinephrine. In recognition of these potential dangers, the State of California passed SB 1266, effective January 1, 2015, mandating the availability of epinephrine auto-injectors at each of the state's public schools including charter schools. Schools must provide these epinephrine auto-injectors to school nurses or trained personnel who have volunteered to administer them to students suffering, or reasonably believed to be suffering, from a severe allergic reaction.

The 2016-2017 San Mateo County Civil Grand Jury (Grand Jury) was interested in determining how or whether the public schools throughout the County of San Mateo (County) were complying with the requirements of SB 1266. Though not all schools responded to a Grand Jury survey, it appears that most schools are complying with the provisions of SB 1266 which require the stocking and ready availability of Pens to school nurses and to personnel who have volunteered to administer epinephrine and who have been trained to recognize and treat adverse allergic reactions. Less information was available for evaluating the content and scheduling of annual training programs to maintain a qualified cadre of faculty and staff at each school.

¹ APPENDIX A.

² Branum AM, Lukacs SL. Food allergy among U.S. children: trends in prevalence and hospitalizations. NCHS Data Brief. 2008;10:1-8

GLOSSARY

For the purpose of this report, the following terms have the following meanings:

- “Anaphylaxis” A severe and potentially life-threatening allergic reaction to a situation or substance. Symptoms may include shortness of breath, difficulty in breathing caused by swelling of the airway, difficulty in swallowing, hives, itching, swelling, asthma or shock. Causes may include food allergies, insect stings, medications, latex and exercise.
- “Epinephrine Auto-injectors” also referenced herein as “Pens.” A disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine (adrenaline) to provide rapid treatment for persons experiencing a potentially fatal reaction to triggers of anaphylaxis noted above.
- “Trained personnel” An employee who has volunteered to administer epinephrine auto-injectors to a person suffering, or reasonably believed to be suffering, from anaphylaxis, who has been designated by a school and who has received appropriate training pursuant to school district policy.

METHODOLOGY

In conducting its investigation, the Grand Jury:

- Developed an email survey of San Mateo County’s 23 K-12 public school district offices, 160 public school sites, the San Mateo County Office of Education (SMCOE), and 12 public charter schools. Together, all of these public schools serve more than 95,000 students.³ Charter schools were included in the group surveyed but SMCOE schools (i.e., court and community schools) were not.
- Reviewed relevant publications and the California School Nurses Organization (CSNO) website.
- Conducted on-site school and district office visits.

BACKGROUND

Food allergies have become a significant food safety and public health concern and are currently estimated to affect approximately 8% of children in the United States.⁴ A study released in 2013 by the Centers for Disease Control (CDC) found that food allergies among children increased approximately 50% between 1997 and 2011.⁵ These allergic reactions can be severe and life-

³ Statistics from Excellence and Equity in Education, San Mateo County Office of Education Strategic Plan 2016-2021, Strategies for the Future, 2016 Statistics from Excellence and Equity in Education, San Mateo County Office of Education Strategic Plan 2016-2021, Strategies for the Future, 2016.

⁴ Gupta RS, Springston MR, Warrier BS, Rajesh K, Pongracic J, Holl JL. The prevalence, severity and distribution of childhood food allergy in the United States. *J Pediatr.*2011;128 doi:10.1542/peds.2011-0204.

⁵ Jackson K et al. Trends in Allergic Conditions among Children: United States, 1997-2011. National Center for Health Statistics Data Brief. 2013. Retrieved from <http://www.cdc.gov/nchs/products/databriefs/db121.htm>. Accessed October 19, 2016.

threatening. They can impact children and their families. Children with food allergies face health challenges that influence not only their ability to learn, but also their social and emotional development.⁶

Food allergies cannot be cured. Meaningful management of such allergies, including treatment of anaphylaxis, requires the participation of families, treating physicians, school staff, early caregivers and individuals supervising other extra-curricular and education programs. Involvement must include the development of comprehensive plans for protecting children with known food allergies and effective responses for dealing with food allergy emergencies.

Studies have shown that 16-18% of children with known food allergies have had a reaction after accidentally eating food allergens at school.⁷ Conversely, 25% of severe and potentially life-threatening or anaphylactic reactions to consumption of food allergens at school have occurred in children without prior diagnosis of a food allergy.⁸ School staff need to be prepared to respond effectively to the emergency needs of both children with known food allergies as well as those children who have not had a prior awareness of food allergies but who exhibit the clinical signs and symptoms of a significant allergic reaction.

Food Allergy Research and Education (FARE), a national non-profit, has noted that one in every 13 children under the age of 18 or approximately two children in every classroom will have a known food allergy.⁹ The CDC notes that food allergy reactions occur in one of every 25 children.¹⁰ Based on a student population of 95,000 in San Mateo County public schools, one would anticipate some 3,800 students using CDC estimates, and 7,307 students using incidence statistics noted by FARE, of having an identified food allergy. As noted above, there are probably many other students who have food allergies that are unknown to them, their parents, or their caregivers. The CDC notes the probability that one in every four students, without a previously identified food allergy, is at risk of experiencing a severe reaction after accidentally ingesting a food allergen while at school. The CDC has reported that food allergies result in more than 300,000 ambulatory medical visits a year among children under the age of 18.¹¹

Anaphylaxis is recognized as a severe and potentially fatal allergic reaction which is rapid in onset and progression. The most common clinical symptoms include throat tightening, hoarseness or swelling, itching, persistent wheezing, difficulty in breathing, fainting or low blood pressure. Currently there is no treatment that prevents the allergic reaction to certain foods other than avoiding ingestion of the food allergen. Early recognition of symptoms and prompt treatment are imperative.

⁶ Centers for Disease Control and Prevention. Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs. Washington, DC: US Department of Health and Human Services; 2013.

⁷ Ibid

⁸ Branum AM, Lukacs SL. Food allergy among U.S. children: Trends in prevalence and hospitalizations. NCHS data brief, number 10. Hyattsville, MD: National Center for Health Statistics. 2008.

⁹ Food Allergy Research & Education, Facts and Statistics. <https://www.foodallergy.org/facts-and-stats>. Accessed November 14, 2016.

¹⁰ Branum AM, Lukacs SL. Food allergy among U.S. children: Trends in prevalence and hospitalizations. NCHS data brief, number 10. Hyattsville, MD: National Center for Health Statistics. 2008.

¹¹ Ibid

The recommended first line of treatment for a significant allergic reaction or anaphylaxis is epinephrine, which is currently available in the form of an auto-injector.¹² Because it is not possible to predict which mild symptoms of an allergic reaction will progress to anaphylaxis, it becomes important to closely monitor children who develop symptoms of an allergic reaction after consuming a known or suspected food allergen and to be prepared to treat them for early signs of anaphylaxis. Food allergies account for 35-50% of all cases of anaphylaxis presenting to emergency rooms.¹³ A delay in administering epinephrine has been identified as one of the most significant risk factors associated with a fatal outcome.¹⁴ “Observation in a hospital setting is necessary for at least four hours after initial symptoms subside because delayed and prolonged reactions may occur even after proper initial treatment.”¹⁵

SB 1266 requires California public schools, charter schools, and county offices of education to stock Pens to treat any student who may be experiencing an anaphylactic reaction.¹⁶ This legislation requires school districts to develop policies and guidelines to improve the response to, and management of, food allergies in schools. In addition, private elementary and secondary schools in the state may voluntarily determine whether to follow the recommendations of this statute.

DISCUSSION

Prior to 2015, schools were only required to have Pens available. SB 1266 now requires California school districts, county offices of education, and charter schools to have Pens accessible to treat any student experiencing, or reasonably believed to be suffering from, an anaphylactic reaction to any allergen whether or not they are aware of previously diagnosed food allergies. The bill also authorizes a school nurse, or volunteer personnel who have been trained in the emergency use of Pens, to administer this medication should such a situation arise.

The Intent of SB 1266

SB 1266 amended Section 49414 of the Education code as follows:

- School districts, county offices of education and charter schools are required to provide emergency epinephrine auto-injectors for use in situations of student anaphylactic emergencies; and

¹² Centers for Disease Control and Prevention. Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs. Washington, DC: US Department of Health and Human Services; 2013.

¹³ Joint Task Force on Practice Parameters, representing the American Academy of Allergy, Asthma & Immunology; American College of Allergy, Asthma, & Immunology; Joint Council of Allergy, Asthma & Immunology. The diagnosis and management of anaphylaxis: an updated practice parameter. *J Allergy Clin Immunol.* 2005;115 (suppl 3):S483-S523.

¹⁴ Food Allergy Research & Education, Facts and Statistics. <https://www.foodallergy.org/facts-and-stats>. Accessed November 14, 2016.

¹⁵ Joint Task Force on Practice Parameters, representing the American Academy of Allergy, Asthma & Immunology; American College of Allergy, Asthma, & Immunology; Joint Council of Allergy, Asthma & Immunology. The diagnosis and management of anaphylaxis: an updated practice parameter. *J Allergy Clin Immunol.* 2005;115 (suppl 3):S483-S523.

¹⁶ SB 1266 also added Section 4119.2 to the Business and Professions Code and Section 49414 to the Education Code.

- School nurses and trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

SB 1266 also requires the State Superintendent of Public Instruction to review and update minimum standards for training in the use of epinephrine auto-injectors at least every five years. These training standards are to be developed using evidence-based, commonly accepted standards of care. Training in cardiopulmonary resuscitation (CPR) is recommended for those identified as qualified to administer Pens to treat anaphylaxis. Also important is recognizing the need for prompt follow-up medical care at an emergency room or from a treating physician.

School districts, county offices of education, and charter schools are also required to ensure that each employee who volunteers to administer epinephrine auto-injectors and who has undertaken the training required by SB 1266 be provided defense and indemnification for any and all civil liability.

Public schools, county offices of education, and charter schools are required to have up-to-date prescriptions for Pens. The law addresses the use of Pens on public school or county office of education school campuses but does not require the presence of a school nurse or trained volunteer to treat anaphylaxis occurring during field trips or other off-site school supervised activities.

The California School Nurses Organization “recommends that school nurses work with their districts to develop policies and procedures that address activities outside of the school site, considering school nurse staffing and other challenges with regards to evenings and weekends.”¹⁷

Training of Staff and Volunteers

Previous legislation addressing the use of epinephrine auto-injectors in state public schools required the Superintendent of Public Instruction to establish minimum standards of training for those certified to administer epinephrine auto-injectors, and required school districts and county offices of education to create plans addressing the use of epinephrine auto-injectors. SB 1266 deletes the requirement for school districts and county offices of education to create such plans, revises the training requirements, and requires the Superintendent to review the minimum standards of training every five years.

Section 49414 of the California Education Code requires that training in the use of epinephrine auto-injectors include all of the following:

- Techniques for recognizing symptoms of anaphylaxis.
- Standards and procedures for the storage, restocking and emergency use of epinephrine auto-injectors.

¹⁷ California School Nurses Organization: Position Statement on Epinephrine Auto-Injector Administration for Treatment of Anaphylaxis at School. Stock Epinephrine Requirements for California Schools SB 1266. August 2014.

- Emergency follow-up procedures, including calling 911 and contacting, if possible, the pupil's parent and physician.
- Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil's grade level or age as a guidance of equivalency for the appropriate pupil weight determination.
- Written materials covering the information required under this subdivision.

Section 49414 further provided that such training programs be consistent with the most recent Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs¹⁸ published by the CDC and the most recent guidelines for medication administration issued by the CDC.¹⁹ These current guidelines recommend:

- Accommodations for services needed for the allergic child to be safely included in activities by providing allergen-free classrooms and allergy-friendly seating arrangements;
- Provisions or instructions for treatment of allergic reactions be posted in the cafeteria, establishment of designated allergy-friendly seating during meals (open to any child eating foods free of identified allergens), rapid access to epinephrine auto-injectors in cases of food allergy emergency, and training in the use of Pens for staff.²⁰

In carrying out the provisions of SB 1266, all public schools are authorized to accept gifts, grants, or donations from any source including, but not limited to, the acceptance of epinephrine auto-injectors.

Survey of Schools to Monitor Compliance

In October 2016, the Grand Jury emailed surveys to each of the 160 K-12 public schools as well as the County Office of Education (SMCOE) and each of the 23 school district offices in San Mateo County. These surveys solicited objective responses from each of the public schools and school districts for the purposes of evaluating the status of their compliance with the requirements of SB 1266. The survey consisted of eight focused questions readily answerable with a yes or no response. In the event a responding school or district already had a policy or procedure responsive to a particular question, such respondents were directed to forward a copy of such policy or procedure. [Appendices A and B]

¹⁸ Centers for Disease Control and Prevention. *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*. Washington, DC: US Department of Health and Human Services; 2013.

¹⁹ Centers for Disease Control and Prevention. *CDC Guidelines for Medication Administration*. Washington, DC: US Department of Health and Human Services, 2015.

²⁰ Centers for Disease Control and Prevention. *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs*. Washington, DC: US Department of Health and Human Services; 2013.

Responses to the initial survey solicitation were received from 139 of 160 of the county public schools (87%), from 16 of the 23 county school district offices and from the SMCOE. Responses to four primary questions were evaluated to assess basic compliance with SB 1266:

- How many regular Pens were available for use in emergencies at your school?
- How many Jr. Pens were available for use in emergencies at your school?
- How many trained volunteers or school nurses were certified to administer Pens in the event of an emergency at your school?
- At your school, who is responsible for stocking and replenishing the stock of Pens?

Other questions addressed how many students with known allergies carried their own Pens to school, how the individual schools obtained their supply of Pens, whether individual schools had a policy for the possible emergency use of Pens at off-site school supervised events and whether individual schools had policies to accommodate students with known food allergies.

The collection, evaluation and interpretation of responses to the survey sent to the public schools in the County was complicated by the unanticipated involvement of the San Mateo County Schools Insurance Group (SMCSIG), a joint powers agency comprised of all 23 school districts and the SMCOE. As a general matter, SMCSIG provides risk management and insurance coverage for all of its members (i.e., the 23 school districts and the SMCOE) and, in addition, “provides training and offers programs to schools that are designed to reduce risk and promote safety.”²¹

To facilitate the response to the stipulations of SB 1266, SMCSIG was affirmatively selected by the SMCOE and school district Superintendents to develop policy and procedures for all of the county’s public schools, school district offices, and the SMCOE, to enable them to meet the requirements of the bill.

Pursuant to the procedures implemented by SMCSIG, San Mateo County schools receive two boxes of Pens (4 adult per site or 2 junior and 2 adult) from Mylan Specialty, the manufacturer, through BioRidge Pharma, LLC. SMCSIG has established itself as an intermediary between BioRidge Pharma and has assumed the responsibility for ordering, distributing, and replacing Pens for each of the 23 school districts in the County. Schools using their stock of Pens for emergencies can receive replacement Pens from SMCSIG if they complete a form describing the incident requiring the use of the Pen. In the event that stocked Pens expire (Pens have a shelf life of 12-18 months), schools are eligible to replenish outdated stock at no cost.

SMCSIG also developed model policies and procedures for schools and school districts to adopt in order to comply with SB 1266. Such policies and procedures were developed by SMCSIG with the assistance of a consultant, utilizing the California School Nurses Association publication *Stock Epinephrine Requirements for California Schools, Senate Bill SB1266*. These

²¹ San Mateo County Office of Education. <http://www.smcoe.org/business-services/san-mateo-county-schools-insurance-group/>. San Mateo County Schools Insurance Group. Accessed January 5, 2017.

policies and procedures were presented and distributed to the individual San Mateo County public schools and school district offices in February 2015.

On February 1, 2015, the training plan and program developed by SMCSIG was presented to school nurses, school faculty and staff interested in being trained and in training others, and becoming certified to administer Pens in the treatment of a student experiencing an anaphylactic emergency. SMCSIG has taken responsibility for managing and monitoring the distribution of Pens to school district offices. They have scheduled additional annual training programs and otherwise depend on individual schools and districts taking the initiative to conduct such training programs on their own. Recently, district offices in Brisbane, San Bruno and Millbrae have developed and presented their own training programs (October-November 2016). Of further interest is the fact that at least one district has been holding annual training sessions for faculty and staff for the past eight years (i.e., even prior to the passage of SB 1266) after having recognized the potential danger of food allergy anaphylactic reactions in its students.

For the Grand Jury, assessing the performance of schools in addressing the dangers of allergy-induced anaphylaxis was somewhat arduous both because of the involvement of SMCSIG in the process of presentation, management, supply, and oversight, as well as the large number of individual public schools and school district offices to be evaluated.

The CSNO has recommended that identified individuals in each of the County's school districts work to develop and implement procedures to document the proper care, use, follow-up, and the restocking of Pens in a timely manner. The Grand Jury's site visits to various schools throughout the County showed compliance with SB 1266's requirement that each school site maintain its requisite supply of Pens, which are supplied through SMCSIG. At the schools visited by the Grand Jury, Pens were stored in labeled and brightly colored yellow boxes which were maintained unlocked in school administrative offices. Their location was known to administrative office staff and to a number of school faculty and staff, depending upon the training at each site. Replacement of Pens, either because of use or expiration, was monitored by identified personnel at the school or district office, by the district nurse, if the district had a nurse, and by SMCSIG.

In contrast, it was more difficult for the Grand Jury to assess schools' maintenance of a list of the individuals trained to recognize allergic anaphylactic reactions and to administer Pens, and if the training of such individuals was current. Although SMCSIG undertook an initial training presentation in February 2015 addressing recognition and treatment of food allergic reactions, the intent was to train individuals at the County schools and for the district offices to schedule subsequent training sessions. SMCSIG has scheduled annual training programs but scheduling of additional training programs has been left to the school districts themselves and additional or refresher training seems to have been somewhat sporadic and appears to be limited to those school districts that are fortunate enough to have nurses, or which have nurse consultants through contracted healthcare providers.

In assessing compliance with the training standards mandated by SB 1266, the Grand Jury found that school personnel had been instructed in selecting the appropriate size of Pen to administer to a particular student experiencing an anaphylactic allergic reaction. However, in the schools

visited, personnel did not seem to be aware of the existence or location of written training materials required by SB 1266 even though such materials were distributed by SMCSIG to be made readily accessible in a school's administrative office.

Of the remaining six component standards recommended for the training program, techniques for recognizing symptoms of anaphylaxis and emergency use of Pens were addressed in initial and subsequent annual presentations by SMCSIG but were otherwise left to school district offices to cover in subsequent presentations to schools in their districts. Management of standards and procedures for the storage and restocking of Pens was assumed by SMCSIG. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation, one of the six component standards, have not been addressed. It is noted that a prerequisite for obtaining a teaching credential is completion of a course in CPR. Refresher or additional training in CPR after receiving the credential is optional in most districts.

FINDINGS

- F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.
- F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.
- F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.
- F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.
- F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.
- F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

RECOMMENDATIONS

[To the San Mateo County Schools Insurance Group]:

- R1. The Grand Jury recommends that the San Mateo County Schools Insurance Group implement policies and procedures to confirm whether the school district offices are offering the annual training programs required by SB 1266.
- R2. The Grand Jury recommends that the San Mateo County Schools Insurance Group update and redistribute its packet of information describing the content and intent of SB 1266 and the required training program.

[To each school district]:

- R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.
- R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.
- R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.
- R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas in the cafeteria, allergen-aware classrooms, etc.)

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the grand jury requests responses as follows:

From the following governing bodies:

- R1 and R2: San Mateo County Schools Insurance Group
- R3 through R7: San Mateo County Public School District Offices

Bayshore Elementary School District

Belmont-Redwood Shores School District

Brisbane School District

Burlingame School District

Cabrillo Unified School District

Hillsborough City School District

Jefferson Elementary School District

Jefferson Union High School District

La Honda-Pescadero Unified School District
Las Lomas Elementary School District
Menlo Park City School District
Millbrae School District
Pacifica School District
Portola Valley School District
Ravenswood City School District
Redwood City School District
San Bruno Park School District
San Carlos School District
San Mateo-Foster City School District
San Mateo Union High School District
Sequoia Union High School District
South San Francisco Unified School District
Woodside Elementary School District

- R3 through R7: San Mateo County Office of Education

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

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SB1266 also added Section 4119.2 to the Business and Professions Code and Section 49414 to the Education Code.

Statistics from Excellence and Equity in Education, San Mateo County Office of Education Strategic Plan 2016-2021, Strategies for the Future, 2016.

APPENDIX A: SB 1266

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 4119.2 of the Business and Professions Code is amended to read:

4119.2. (a) Notwithstanding any other law, a pharmacy may furnish epinephrine auto-injectors to a school district, county office of education, or charter school pursuant to Section 49414 of the Education Code if all of the following are met:

(1) The epinephrine auto-injectors are furnished exclusively for use at a school district site, county office of education, or charter school.

(2) A physician and surgeon provides a written order that specifies the quantity of epinephrine auto-injectors to be furnished.

(b) Records regarding the acquisition and disposition of epinephrine auto-injectors furnished pursuant to subdivision (a) shall be maintained by the school district, county office of education, or charter school for a period of three years from the date the records were created. The school district, county office of education, or charter school shall be responsible for monitoring the supply of epinephrine auto-injectors and ensuring the destruction of expired epinephrine auto-injectors.

SEC. 2. Section 49414 of the Education Code is amended to read:

49414. (a) School districts, county offices of education, and charter schools shall provide emergency epinephrine auto-injectors to school nurses or trained personnel who have volunteered pursuant to subdivision (d), and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

(b) For purposes of this section, the following terms have the following meanings:

(1) “Anaphylaxis” means a potentially life-threatening hypersensitivity to a substance.

(A) Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma.

(B) Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction, and exercise.

(2) “Authorizing physician and surgeon” may include, but is not limited to, a physician and surgeon employed by, or contracting with, a local educational agency, a medical director of the local health department, or a local emergency medical services director.

(3) “Epinephrine auto-injector” means a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis.

(4) “Qualified supervisor of health” may include, but is not limited to, a school nurse.

(5) “Volunteer” or “trained personnel” means an employee who has volunteered to administer epinephrine auto-injectors to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis, has been designated by a school, and has received training pursuant to subdivision (d).

(c) Each private elementary and secondary school in the state may voluntarily determine whether or not to make emergency epinephrine auto-injectors and trained personnel available at its school. In making this determination, a school shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to epinephrine auto-injectors and trained personnel. A private elementary or secondary school choosing to exercise the authority provided under this subdivision shall not receive state funds specifically for purposes of this subdivision.

(d) Each public and private elementary and secondary school in the state may designate one or more volunteers to receive initial and annual refresher training, based on the standards developed pursuant to subdivision (e), regarding the storage and emergency use of an epinephrine auto-injector from the school nurse or other qualified person designated by an authorizing physician and surgeon.

(e) (1) Every five years, or sooner as deemed necessary by the Superintendent, the Superintendent shall review minimum standards of training for the administration of epinephrine auto-injectors that satisfy the requirements of paragraph (2). For purposes of this subdivision, the Superintendent shall consult with organizations and providers with expertise in administering epinephrine auto-injectors and administering medication in a school environment, including, but not limited to, the State Department of Public Health, the Emergency Medical Services Authority, the American Academy of Allergy, Asthma and Immunology, the California School Nurses Organization, the California Medical Association, the American Academy of Pediatrics, Food Allergy Research and Education, the California Society of Allergy, Asthma and Immunology, the American College of Allergy, Asthma and Immunology, the Stanford Allergy Center, and others.

(2) Training established pursuant to this subdivision shall include all of the following:

(A) Techniques for recognizing symptoms of anaphylaxis.

(B) Standards and procedures for the storage, restocking, and emergency use of epinephrine auto-injectors.

(C) Emergency followup procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil’s parent and physician.

(D) Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.

(E) Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil’s grade level or age as a guideline of equivalency for the appropriate pupil weight determination.

(F) Written materials covering the information required under this subdivision.

(3) Training established pursuant to this subdivision shall be consistent with the most recent Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs published by the federal Centers for Disease Control and Prevention and the most recent guidelines for medication administration issued by the department.

(4) A school shall retain for reference the written materials prepared under subparagraph (F) of paragraph (2).

(f) A school district, county office of education, or charter school shall distribute a notice at least once per school year to all staff that contains the following information:

(1) A description of the volunteer request stating that the request is for volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis, as specified in subdivision (b).

(2) A description of the training that the volunteer will receive pursuant to subdivision (d).

(g) (1) A qualified supervisor of health at a school district, county office of education, or charter school shall obtain from an authorizing physician and surgeon a prescription for each school for epinephrine auto-injectors that, at a minimum, includes, for elementary schools, one regular epinephrine auto-injector and one junior epinephrine auto-injector, and for junior high schools, middle schools, and high schools, if there are no pupils who require a junior epinephrine auto-injector, one regular epinephrine auto-injector. A qualified supervisor of health at a school district, county office of education, or charter school shall be responsible for stocking the epinephrine auto-injector and restocking it if it is used.

(2) If a school district, county office of education, or charter school does not have a qualified supervisor of health, an administrator at the school district, county office of education, or charter school shall carry out the duties specified in paragraph (1).

(3) A prescription pursuant to this subdivision may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers.

(h) A school nurse or, if the school does not have a school nurse or the school nurse is not onsite or available, a volunteer may administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at school or a school activity when a physician is not immediately available. If the epinephrine auto-injector is used it shall be restocked as soon as reasonably possible, but no later than two weeks after it is used. Epinephrine auto-injectors shall be restocked before their expiration date.

(i) A volunteer shall initiate emergency medical services or other appropriate medical followup in accordance with the training materials retained pursuant to paragraph (4) of subdivision (e).

(j) A school district, county office of education, or charter school shall ensure that each employee who volunteers under this section will be provided defense and indemnification by the school district, county office of education, or charter school for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file.

(k) A state agency, the department, or a public school may accept gifts, grants, and donations from any source for the support of the public school carrying out the provisions of this section, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler.

SEC. 3. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

APPENDIX B: Survey #1 (sent to county public schools)

**SB1266 and Epinephrine Auto-Injector (“EpiPens®” or “PENS”) Use
in San Mateo County Schools**

1. How many adult PENS does your school stock? _____
2. How many junior PENS does your school stock? _____
3. How many students with known allergies carry their own prescribed PENS for treatment of anaphylaxis or have them stored at school in emergency medical cabinets under their names?

4. How many persons at your school (school nurses, volunteer trained personnel) have received the requisite initial and annual training regarding the storage and emergency use of PENS?

5. At your school, who is responsible (Title/Position) for stocking PENS and for replenishing stock when PENS are used or have expired? _____
6. How does the school obtain PENS, e.g. by pharmacy prescription at a cost or from Mylan or its representative without cost? Are any costs incurred supported by gifts, grants or donations from any source? _____
7. Does your school have a policy addressing the possible emergency need for PENS availability and use at off-site events? If so, please attach a copy of the policy.

8. Does your school have a policy to accommodate children with known food allergies such as allergen-free classrooms, allergy-friendly seating during meals, and/or posting of instructions for treatment of allergic reactions? If so, please attach a copy of the policy.

9. Additional Comments _____

Thank you for your help in completing this survey. Please return by _____

APPENDIX C: Survey #1 (sent to county school district offices)

**SB1266 and Epinephrine Auto-Injector (“EpiPens®” or “PENS”) Use
in San Mateo County Schools**

1. Approximately how many students are there in your district? [Please note that this figure should include all general education, special education, and charter school students.]

2. Have you (i.e., County Superintendent of Schools, District Superintendent or Charter School Director or Principal) established minimum standards of training regarding the emergency administration of epinephrine which are reviewed at least every 5 years _____ and do these standards include:

- Techniques for recognizing signs of anaphylaxis _____
- Procedures for storing, restocking and use of PENS _____
- Emergency follow up procedures including instruction and certification in CPR, calling 911 and student’s parents and MDs _____
- Recommendations on the necessity of instruction and certification _____
- Instructions on how to determine whether adult or Jr. PEN _____

3. Does your district (i.e., County Office of Education, School District or Charter School) distribute a request, at least annually, for volunteers to train to use epinephrine auto-injectors to provide emergency medical aid? _____

4. Does your district (i.e., County Office of Education, School District or Charter School) have a policy to ensure that each employee or volunteer trained to use epinephrine auto-injectors to provide emergency medical aid is provided defense and indemnification for any and all civil liability? If so, please attach a copy of your policy.

5. Does the San Mateo County Office of Education have any policies or procedures addressing the use of PENS at pre-schools which fall under the SMCOE supervision?

6. Does your district (County Office of Education, School District or Charter School) have any programs in place to educate parents to understand the risks of allergy induced anaphylaxis and to inform them of protocols in place for the emergency administration of epinephrine?

7. Additional Comments _____

Thank you for your help in completing this survey. Please return by _____

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

- Interviews were completed at selected San Mateo Elementary and Middle Public Schools, the San Mateo County Office of Education and San Mateo County District School Offices.
- Interviews were completed at the San Mateo County Schools Insurance Group

Issued: June 12, 2017



Anne E. Campbell • County Superintendent of Schools

September 7, 2017

Hon. Leland Davis, III, Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Hon. Leland Davis, III:

The San Mateo County Office of Education (SMCOE) has received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this important topic. Having reviewed and considered the Grand Jury’s Findings and Recommendations, SMCOE responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

SMCOE is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

SMCOE agrees that it has a process for receiving Pens from SMCSIG and for replacing used or expired Pens.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

SMCOE is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

SMCOE agrees with this finding.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

SMCOE is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

SMCOE is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The SMCOE pens are centrally located in clearly labeled boxes at each of our sites where staff can readily access them.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

Because of the medically fragile status of many of our students, SMCOE has trained all school site staff in the use of the Pens and provides refresher training on an annual basis. Because all staff are trained, we do not post a list.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

SMCOE will implement this recommendation and plans to post an on-line resource on the SMCOE website that will be accessible to all staff.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

SMCOE will review our applicable board policies and regulations and update them as needed.

Both the Grand Jury Report and these responses were presented to the San Mateo County Board of Education at its meeting held on September 6, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Anne E. Campbell
San Mateo County Superintendent of Schools

AEC:a



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Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Hon. Davis:

The Bayshore Elementary School District (the “District”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District agrees with this Finding as to this District.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree

F3. In the public schools visited by the Grand Jury principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District agrees with this Finding as to this District.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

Engage. Educate. Empower.

Mrs. Khanh Yeargin, Principal

Dr. Sergio Nesterov, Vice-Principal

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a pen to treat a student experiencing anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District disagrees with this Finding as to this District. The District cannot answer this for other districts in San Mateo County.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to conscientiously recorded a medical history for students attending their school.

The District disagrees with this Finding as to this District. The District cannot answer this for other districts in San Mateo County.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 12666 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised event and for the accommodation of students with known food or other allergies (ie., designated areas in the cafeteria, allergen-aware classrooms, etc.)

The District has already implemented this recommendation.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on September 12, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Audra Pittman, Ph.D.

August 23, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Belmont-Redwood Shores School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored Epi Pen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District will implement this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District will implement this recommendation and has already implemented it in part.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 17, 2017. Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,



Michael Milliken Ph.D.

Superintendent



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Superintendent
Ronan Collver

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Response to Grand Jury Report: “How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?”

The Brisbane School District Board of Trustees agrees with the findings and recommendations of the Grand Jury Report entitled “How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?”

In regards to particular school district recommendations, please see below:

- R3. *Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight of the school’s main administrative office.*

Each of the schools in the Brisbane School District has a bright yellow box containing Epinephrine auto-injector pens in the school office in a location that is easily visible and accessible to staff.

- R4. *Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school’s Pens.*

The Brisbane School District has ensured that there is a list of staff who have completed the annual training posted next to the yellow box containing the Epi-Pens at each school site.

- R5. *Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.*

The Brisbane School District has ensured that there is binder of information as provided by the San Mateo County School Insurance Group in each school office. There is an additional copy in the district office.

- R6. *Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas in the cafeteria, allergen-aware classrooms, etc.).*

The Brisbane School District has begun the process of developing policies and procedures for the possible emergency use of Pens at off-site events. This requires a thoughtful examination of how to balance voluntary training of staff with the importance of off-site experiences which contribute a great deal to student learning.

The District already has established procedures for school-sponsored events that occur in the evenings, and for accommodating students with known food or other allergies.

Respectfully submitted by

Ronan Collver, Superintendent



August 16, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Burlingame School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County

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Superintendent

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Assistant Superintendent,
Educational Services

Gaby Hellier
Assistant Superintendent,
Business Services/CBO

1825 Trousdale Drive
Burlingame, Ca 94010
(650) 259-3800

<http://www.burlingameschools.org>

Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District has already implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District will implement this recommendation.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 15, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

A handwritten signature in blue ink that reads "Maggie MacIsaac". The signature is written in a cursive style with a large initial 'M'.

Maggie MacIsaac, Ed.D.

Superintendent

650-259-3803

mmacisaac@burlingameschools.org



CABRILLO UNIFIED SCHOOL DISTRICT

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August 10, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Cabrillo Unified School District (the “District”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

This is accurate for the Cabrillo Unified School District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms

*Half Moon Bay High School • Pilarcitos High School • Cabrillo Adult School • Cunha Intermediate School
Alvin S. Hatch Elementary • El Granada Elementary • Farallone View Elementary • Kings Mountain Elementary*

of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District has already implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs)

which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 10, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

Jane Yuster
Superintendent

August 23, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Hillsborough City School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

BOARD OF EDUCATION
Gregory J. Dannis, Lynne Esselstein, Don Geddis, Margi Power, Gilbert Wai

INTERIM SUPERINTENDENT
Louann Carlomagno

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

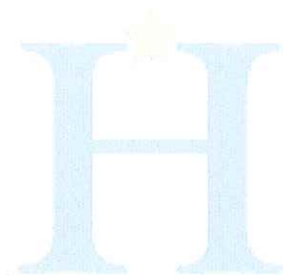
Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 23, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Louann Carlomagno
Interim Superintendent





JEFFERSON

Elementary School District

Governing Board
Shakeel Ali
Marie Brizuela
Rebecca Douglass, PhD
Clayton Koo
Manufou Liaiga-Anoa'i

Superintendent
Bernardo Vidales

September 13, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Jefferson Elementary School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responses are as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District will ensure implementation of this recommendation at each of its school sites.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will ensure implementation of this recommendation at each of its school sites.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will ensure implementation of this recommendation at each of its school sites.

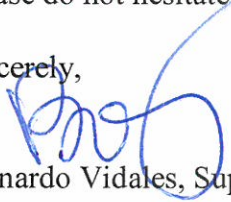
R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on September 13, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Bernardo Vidales, Superintendent



Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY

699 Serramonte Boulevard, Suite 100
Daly City, CA 94015-4132
650-550-7900 • FAX 650-550-7888

Board of Trustees

Braxton R. Lethco
Andrew H. Lie
Nick Occhipinti
Kalimah Y. Salahuddin
Rose U. Tejada

TO: Board of Trustees
FROM: Keith B. Irish, Associate Superintendent-Education
DATE: August 9, 2017
SUBJECT: Response to Grand Jury Report- SB 1266

| | |
|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | Action |
| <input type="checkbox"/> | Consent |
| <input type="checkbox"/> | Information |

Summary

The district received a Grand Jury Report from the Superior Court of California, County of San Mateo. The report deals with the issue of the Epinephrine Auto-Injector Law, SB 1266 school site accountability of Epi Pens, training and policies. The report also draws into question the San Mateo County Schools Insurance Group accountability measures regarding policies and procedures and redistribution of SB 1266 content and required training.

Fiscal Impact

None.

Recommendation

It is the administration's recommendation that the Board of Trustees approve the response in order that it may be filed with the Superior Court of California, County of San Mateo by September 11, 2017.



Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY

699 Serramonte Boulevard, Suite 100
Daly City, CA 94015-4132
650-550-7900 • FAX 650-550-7888

Board of Trustees

Braxton Lethco
Andrew H. Lie
Nick Occhipinti
Kalimah Y. Salahuddin
Rosie U. Tejada

Superintendent

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Jefferson Union High School District (the “District”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded To the Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District agrees with the finding.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

The District agrees with the finding.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District agrees with the finding.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing

techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

The District agrees with the finding.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implement this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation starting in the 2017-18 school year.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation starting in the 2017-18 school year.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

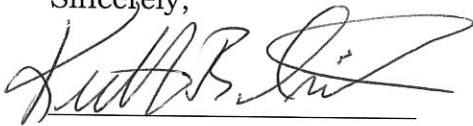
The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food

Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 15, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Keith B. Cui



LA HONDA-PESCADERO UNIFIED SCHOOL DISTRICT
360 Butano Cut Off, Pescadero, CA 94060
650-879-0286 • FAX 650-879-0816

Amy Wooliever, Superintendent

September 8, 2017

Honorable Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Re: Grand Jury Response to "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?"

Dear Judge Davis,

Thank you for the opportunity to review and comment on the findings of the Grand Jury report titled, "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" Having reviewed and considered the Grand Jury's Findings and Recommendations, the La Honda-Pescadero Unified School District (the "District") responds as follows pursuant to section 933.05 of the California Penal Code:

Findings:

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom. **The District is unable to agree or disagree with this Finding, as it was not present during the site visits.**

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school districts offices with a process for replacing used or expired Pens. **The District agrees with this finding.**

F3. the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow- colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the site visits.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. SMCSIG has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations

Board of Trustees

Andy Wilson, Cindy Hayes, Connie Sarabia, Lynne Bowman, Mary Windram

to their schools without a format for tracking whether the districts were actually offering these presentations on an annual basis.

Agree

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a pen to treat students experiencing an anaphylactic reaction, that were originally distributed by SMCSIG.

The District is unable to agree or disagree with this Finding, as it was not present during the site visits.

F6. Some schools visited had no standard policies for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the site visits.

Recommendations and District Responses

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in clear site of the school's main administrative office.

The District has implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB1266.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by SMCSIG describing the content and intent of SB1266 and the required training program as may be updated from time to time.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food and other allergies.

The District has approved Board Policy and Administrative Regulations 5141.21 and 5141.27 which sets forth procedures for the coordination of the use of EpiPens during off-site or evening events as well as the accommodation of students with known food allergies.

This response was reviewed and approved by the La Honda-Pescadero Unified School District Board of Trustees during the September 14th, 2017 Board meeting.

Sincerely,



Amy Wooliever
Superintendent

Board of Trustees

Andy Wilson, Cindy Hayes, Connie Sarabia, Lynne Bowman, Mary Windram



District Office
1011 Altschul Avenue
Menlo Park, CA 94025
(650) 854-2880

Las Lomas School
299 Alameda de las Pulgas
Atherton, CA 94027
(650) 854-5900

La Entrada School
2200 Sharon Road
Menlo Park, CA 94025
(650) 854-3962

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, Ca 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Las Lomas School District (the "District") received and reviewed the Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266". We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District's responses are as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

The district agrees with this finding.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic even and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored Epi-Pen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group has provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

The District agrees with this finding.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experience an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District has already implemented this recommendation.

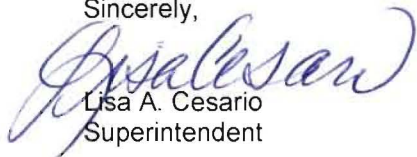
R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 24, 2017.

Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,



Lisa A. Cesario
Superintendent

Menlo Park City School District

181 Encinal Avenue
Atherton, CA 94027
Phone (650) 321-7140
Fax (650) 321-7184
www.mpcsd.org



Board of Education

David Ackerman
Stacey Jones
Joan Lambert
Caroline Lucas
Terry Thygesen

Superintendent
Erik Burmeister

Assistant Superintendent
Jammie Behrendt

Director of Student Services
Ginny Maiwald

Chief Business & Operations Officer
Ahmad Sheikholeslami

August 22, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The **Menlo Park City School District** (the “District”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

Menlo Park City School District

Every child achieves academic excellence. Every child becomes emotionally and physically stronger.
Every child discovers and grows their talents.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has **already** implemented this recommendation at all school sites.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District **will** implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District **will** implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) which set forth procedures for the possible emergency use of Epi-Pens at school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Education at its meeting held on August 22, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Erik Burmeister
Superintendent
Menlo Park City School District



Millbrae School District

Together We Achieve The Extraordinary!

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

VAHN PHAYPRASERT
Superintendent

CLAIRE BELTRAMI
Asst. Superintendent of Educational Services

RICHARD CHAMPION
Chief Business Officer

ANITA ALLARDICE
Director of Special Education

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Millbrae School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

NUTURE

PROMOTE

FOSTER

CONNECT

BOARD OF TRUSTEES
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An Equal Opportunity Employer



Millbrae School District

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555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

VAHN PHAYPRASERT
Superintendent

CLAIRE BELTRAMI
Asst. Superintendent of Educational Services

RICHARD CHAMPION
Chief Business Officer

ANITA ALLARDICE
Director of Special Education

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation and will continue to monitor.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District [has already/will] implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on Tuesday August 15, 2017.

NUTURE

PROMOTE

FOSTER

CONNECT

BOARD OF TRUSTEES
FRANK BARBARO DENIS FAMA LYNNE FERRARIO MAGGIE MUSA D. DON REVELO
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Millbrae School District

Together We Achieve The Extraordinary!

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

VAHN PHAYPRASERT
Superintendent

CLAIRE BELTRAMI
Asst. Superintendent of Educational Services

RICHARD CHAMPION
Chief Business Officer

ANITA ALLARDICE
Director of Special Education

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

Vahn Phayprasert
Superintendent

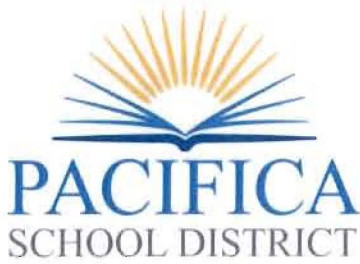
NUTURE

PROMOTE

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CONNECT

BOARD OF TRUSTEES
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Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044
(650) 738-6600 ★ (650) 557-9672 (fax)

Preparing Students for an Evolving World

www.pacificasd.org

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Will Lucey
Executive Director, ESS

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Pacifica School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responses are as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The Pacifica School District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The Pacifica School District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The Pacifica School District has already implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The Pacifica School District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 23, 2017.

Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,



Ray Avila, Ed.D.
Executive Director, Integrated Services
(650)738-6627

Portola Valley School District

Ormondale School (K-3) • Corte Madera School (4-8)

Board of Trustees: Caitha Ambler, Gulliver La Valle, Timothy McAdam, Karen Tate, and Jennifer Youstra

Eric Hartwig, Superintendent

September 6, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Portola Valley School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District has already trained its employees and compiled an official list. The District will post this list in the recommended location to fully implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

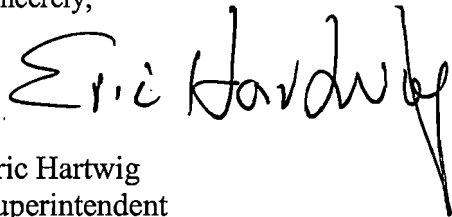
R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria; allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on September 6, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

A handwritten signature in black ink that reads "Eric Hartwig". The signature is written in a cursive style with a long, sweeping tail on the letter "g".

Eric Hartwig
Superintendent
Portola Valley School District
4575 Alpine Road
Portola Valley, CA 94028
(650) 851-1777 x2561



"OUR CHILDREN – OUR FUTURE"

Ravenswood City School District

ADMINISTRATIVE OFFICE

2120 Euclid Avenue, East Palo Alto, California 94303
(650) 329-2800 Fax (650) 323-1072

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Ana Maria Pulido, Vice President
Marcelino López, Clerk
Dr. Charlie M. Knight, Member
Marielena Gaona-Mendoza, Member

Dr. Gloria M. Hernandez-Goff
Superintendent

October 13, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Ravenswood City School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

R: The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

R: Agrees as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

R: The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

R: Agrees.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

R: The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

R: The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

R: The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

R: The District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

R: The District has already implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

R: The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on October 12, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

A handwritten signature in black ink that reads "Dr. Gloria M. Hernández-Goff" followed by a stylized monogram or initials.

Dr. Gloria M. Hernández-Goff
Superintendent



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

RODINA M. CATALANO
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

June 12, 2017

Governing Board
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

Re: Grand Jury Report: "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?"

Dear Governing Board Members:

The 2016-2017 Grand Jury filed a report on June 12, 2017 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Leland Davis, III. Your agency's response is due no later than September 11, 2017. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Davis.

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45-days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



Rodina M. Catalano
Court Executive Officer

RMC:ck
Enclosure

cc: Hon. Leland Davis, III
Paul Okada

Information Copy: Superintendent

REDWOOD CITY SCHOOL DISTRICT

750 Bradford Street • Redwood City • CA 94063 (650) 423-2200 FAX: (650) 423-2204

Board of Education

Hilary Paulson, President
María Díaz-Slocum, Vice President
Dennis McBride, Clerk
Janet Lawson
Alisa MacAvoy



Superintendent

John R. Baker, Ed.D

September 20, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The Redwood City School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District will implement this recommendation.

Please do not hesitate to contact me if you have questions or required additional information.

Very truly yours,

A handwritten signature in black ink, appearing to read "John R. Baker". The signature is fluid and cursive, with a long horizontal stroke at the end.

John R. Baker, Ed.D.
Superintendent
Redwood City School District

BOARD OF TRUSTEES

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September 8, 2017

Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Dear Honorable Leland Davis, III:

The San Bruno Park School District has implemented and updated board policies related to SB1266 and insured that staff was trained to fulfill this obligation to treat students and adults suffering from a severe allergic reaction.

Board policy updates and approval dates are listed below:

E 4112.9 Employee Notification (5/10/17)
E 4212.9 Employee Notification (5/10/17)
E 4312.9 Employee Notification (5/10/17)

BP 5141.21 Administering Medication and Monitoring Health Conditions (3/15/17)
AR 5141.21 Administering Medication and Monitoring Health Conditions (3/15/17)

BP 5141.27 Food Allergies/Special Dietary Needs (12/12/07)
AR 5141.27 Food Allergies/Special Dietary Needs (5/13/15)

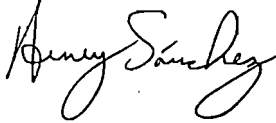
With regard to the findings:

- R3 Clearly labeled containers are at all sites.
- R4 Lists of faculty and staff who have been trained are maintained at the District Office and each site has an updated list.
- R5 Annual training was held in December 2016. Copies of updated lists were sent to Principals.

R6 Policies and procedures for the emergency use of Epi-Pens at off-site, or evening on-site School supervised events needs to be done. We will need assistance to develop these policies and procedures.

If you have any questions with regard to the District's response, please contact the District Office.

Sincerely,

A handwritten signature in black ink that reads "Henry Sánchez". The signature is written in a cursive style with a large, stylized "H" and "S".

Henry Sánchez, M.D.
Governing Board President

HS:jip

Enclosures

Employee Notifications

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment

Education or Other Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 11024

Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees and 72 hours before pesticide application

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to implementing year-round schedule

Education or Other Legal Code: Education Code 37616

Board Policy/Administrative Regulation #: BP 6117

Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing alternative schedule

Education or Other Legal Code: Education Code 46162

Board Policy/Administrative Regulation #: AR 6112

Subject: Public hearing on alternative schedule

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49013; 5 CCR 4622

Board Policy/Administrative Regulation #: AR 1312.3; BP 0460; BP 3260

Subject: Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control accountability plan

When/Whom to Notify: To all employees

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer epinephrine auto-injectors

When/Whom to Notify: At least once per year

Education or Other Legal Code: Education Code 49414.3

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Request for volunteers to be trained to administer opioid antagonist

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 1126

Board Policy/Administrative Regulation #: BP 4136/4236/4336

Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Government Code 3102

Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3

Subject: Oath or affirmation of allegiance required of disaster service workers

When/Whom to Notify: To all employees

Education or Other Legal Code: Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210

Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359

Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon employment

Education or Other Legal Code: Government Code 21029

Board Policy/Administrative Regulation #: None

Subject: Right to purchase PERS service credit for military service performed prior to public employment

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school, annually thereafter

Education or Other Legal Code: Health and Safety Code 1797.196

Board Policy/Administrative Regulation #: AR 5141

Subject: Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds

Education or Other Legal Code: Health and Safety Code 104420

Board Policy/Administrative Regulation #: AR 3513.3

Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees, or more frequently if there is new information

Education or Other Legal Code: Health and Safety Code 120875, 120880

Board Policy/Administrative Regulation #: AR 4119.43/4219.43/4319.43

Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: To all employees, with each paycheck

Education or Other Legal Code: Labor Code 246

Board Policy/Administrative Regulation #: AR 4161.1/4261.1/4361.1

Subject: Amount of sick leave available

When/Whom to Notify: To covered employees and former employees

Education or Other Legal Code: Labor Code 2800.2

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: To every new employee, either at the time employee is hired or by end of first pay period

Education or Other Legal Code: Labor Code 3551

Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1

Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment

Education or Other Legal Code: Penal Code 11165.7, 11166.5

Board Policy/Administrative Regulation #: AR 5141.4

Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons

Education or Other Legal Code: Unemployment Insurance Code 2613

Board Policy/Administrative Regulation #: AR 4154/4254/4354

Subject: Disability insurance rights and benefits

When/Whom to Notify: To all employees and job applicants

Education or Other Legal Code: 2 CCR 11023; 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: BP 0410, BP 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: To all employees via employee handbook, or to each new employee

Education or Other Legal Code: 2 CCR 11091, 11095; 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible

When/Whom to Notify: Annually to all employees

Education or Other Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Education or Other Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Education or Other Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement earnings limitation or employment restriction; monthly report of compensation

When/Whom to Notify: To certificated employees

Education or Other Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated

Education or Other Legal Code: Education Code 44663

Board Policy/Administrative Regulation #: AR 4115

Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee

Education or Other Legal Code: Education Code 44664

Board Policy/Administrative Regulation #: AR 4115

Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees

Education or Other Legal Code: Education Code 44842

Board Policy/Administrative Regulation #: AR 4112.1

Subject: Request that the employee notify district of intent to remain in service next year

When/Whom to Notify: To certificated employees upon employment and to nonpermanent employees in July of each school year

Education or Other Legal Code: Education Code 44916

Board Policy/Administrative Regulation #: AR 4112.1, AR 4121

Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment

Education or Other Legal Code: Education Code 44929.21

Board Policy/Administrative Regulation #: AR 4117.6

Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year

Education or Other Legal Code: Education Code 44934, 44934.1, 44936

Board Policy/Administrative Regulation #: BP 4118; AR 4118

Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year

Education or Other Legal Code: Education Code 44938

Board Policy/Administrative Regulation #: BP 4118

Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118

Subject: Notice of intent to dismiss 30 days from notice unless employee demands hearing

When/Whom to Notify: To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second- year probationary employees

Education or Other Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4118

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Education or Other Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released

Education or Other Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when a student engages in or is reasonably suspected of specified acts

Education or Other Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Education or Other Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7/4317.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district

Education or Other Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Education or Other Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

When/Whom to Notify: To classified employees at least 60 days prior to layoff, or by April 29 if specially funded program that expires at end of school year

Education or Other Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Education or Other Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Education or Other Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus drivers and school activity bus drivers prior to expiration of specified documents

Education or Other Legal Code: 13 CCR 1234

Board Policy/Administrative Regulation #: AR 3542

Subject: Expiration date of driver's license, driver's certificate and medical certificate; need to renew

When/Whom to Notify: To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter

Education or Other Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3542

Subject: Limitations on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Education or Other Legal Code: 49 CFR 382.601

Board Policy/Administrative Regulation #: BP 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and district's policy

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Education or Other Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Education or Other Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Education or Other Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: In the event of a breach of security of district records to affected employees

Education or Other Legal Code: Civil Code 1798.29

Board Policy/Administrative Regulation #: BP 3580

Subject: Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies

When/Whom to Notify: Prior to placing derogatory information in personnel file

Education or Other Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: To employees who volunteer to administer epinephrine auto-injector

Education or Other Legal Code: Education Code 49414

Board Policy/Administrative Regulation #: AR 5141.21

Subject: Defense and indemnification from civil liability by the district

When/Whom to Notify: To employees returning from military leave of absence, within 30 days of return

Education or Other Legal Code: Government Code 20997

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Right to receive PERS service credit for military service; application form

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Education or Other Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: When taking disciplinary action against employee for disclosure of confidential information

Education or Other Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime

Education or Other Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: When adverse employment action is based on DOJ criminal history information or subsequent arrest notification

Education or Other Legal Code: Penal Code 11105, 11105.2

Board Policy/Administrative Regulation #: AR 4112.5/4212.5/4312.5

Subject: Copy of DOJ notification

When/Whom to Notify: To any employee with exposure to blood or potentially infectious materials, upon initial employment and at least annually thereafter

Education or Other Legal Code: 8 CCR 3204, 5193

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemical are present, upon initial assignment and upon new exposure situation

Education or Other Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Education or Other Legal Code: 8 CCR 5194

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave

Education or Other Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave

Education or Other Legal Code: 29 CFR 825.300; 2 CCR 11049, 11091

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice

When/Whom to Notify: Whenever notice of eligibility for FMLA is provided to employee

Education or Other Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Exhibit SAN BRUNO PARK SCHOOL DISTRICT

Administering Medication And Monitoring Health Conditions

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing a parent/guardian to administer medication to his/her child at school, designate other individuals to do so on his/her behalf, and, with the child's authorized health care provider's approval, request the district's permission for his/her child to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make available epinephrine auto-injectors at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Board authorizes the Superintendent or designee to make available naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. (Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.3 Emergency medical assistance; administration of medication for opioid overdose

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

4119.2 Acquisition of epinephrine auto-injectors

4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

Program Advisory on Medication Administration, 2005

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

CSBA: <http://www.csba.org>

American Diabetes Association: <http://www.diabetes.org>

California Department of Education: <http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Policy SAN BRUNO PARK SCHOOL DISTRICT

adopted: March 15, 2017 San Bruno, California

Administering Medication And Monitoring Health Conditions

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)

2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)

3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)

5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)

6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation

7. Possible side effects of the medication

8. Name, address, telephone number, and signature of the student's authorized health care provider

District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from the school nurse or other qualified medical personnel.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement

2. Accept delivery of medications from parents/guardians and count and record them upon receipt

3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
(cf. 5125 - Student Records)
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities
(cf. 5148.2 - Before/After School Programs)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication, contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance
14. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and explaining the right of the volunteer to rescind his/her offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on his/her offer to volunteer and that there will be no retaliation against any employee for rescinding his/her offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during his/her regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Regulation SAN BRUNO PARK SCHOOL DISTRICT

approved: March 15, 2017 San Bruno, California

Food Allergies/Special Dietary Needs

The Governing Board desires to prevent exposure of students to foods to which they are allergic and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, strategies for identifying students at risk for allergic reactions, avoidance measures and other means to manage allergies, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

Students with serious dietary needs that qualify as a disability under Section 504 of the federal Rehabilitation Act or the Individuals with Disabilities Education Act shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Students shall not be excluded from school activities based solely on their food allergy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

225.16 Meal programs, individual substitutions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN) PUBLICATIONS

School Guidelines for Managing Students with Food Allergies

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, Fall 2001

WEB SITES

American Dietetic Association: <http://www.eatright.org>

American School Food Service Association: <http://www.asfsa.org>

California Department of Education, Health Services and School Nursing: <http://www.cde.ca.gov/ls/he/hn>

Food Allergy and Anaphylaxis Network: <http://www.foodallergy.org>

International Food Information Council: <http://ific.org>

National School Boards Association, School Health Programs: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

Policy SAN BRUNO PARK SCHOOL DISTRICT

adopted: December 12, 2007 San Bruno, California

Food Allergies/Special Dietary Needs

Definitions

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

The parents/guardians of any student who has a known food allergy or other special dietary need shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by the student's health care provider, that describes the nature of the student's condition, instructions, and necessary medications. If the student's condition requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Health Plan

Upon receiving notice of a student's food allergy or other special dietary need, the Superintendent or designee shall ensure that a written health plan is developed, in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs. As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program, as appropriate.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Prevention Strategies

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 that restricts their diet and when a health care provider has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148.2 - Before/After School Programs)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a health care provider.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Supervision of Students

When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other school activities whenever students known to have a food allergy are present.

(cf. 6153 - School-Sponsored Trips)

7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 - Comprehensive Health Education)

Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing at least two doses of epinephrine, other medications as noted by the student's health care provider, and, as appropriate, the student's individualized food allergy plan.

Regulation SAN BRUNO PARK SCHOOL DISTRICT

approved: May 13, 2015 San Bruno, California



SAN CARLOS SCHOOL DISTRICT

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Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The San Carlos School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the

techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation. The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District will implement this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 10, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Mary Jude Doerpinghaus
Assistant Superintendent of Educational Services



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

— A Public Entity —

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November 2, 2017

Grand Jury Foreperson
Court Executive Office
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Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The San Mateo County Schools Insurance Group (“SMCSIG”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, SMCSIG responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

SMCSIG is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree. As a service to its members, SMCSIG coordinated procurement of Pens through a request to the County Health Officer.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

SMCSIG is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites.



F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

SMCSIG is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

SMCSIG is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites.

RECOMMENDATIONS

R1. The Grand Jury recommends that the San Mateo County Schools Insurance Group implement policies and procedures to confirm whether the school district offices are offering the annual training programs required by SB 1266.

SMCSIG will not implement this recommendation. Pursuant to SMCSIG's JPA by-laws, it is a consulting arm only to the member school districts. SMCSIG provides insurance and loss control services to its members but has no authority to demand compliance.

R2. The Grand Jury recommends that the San Mateo County Schools Insurance Group update and redistribute its packet of information describing the content and intent of SB 1266 and the required training program.

SMCSIG will implement this recommendation.

Both the Grand Jury Report and these responses were presented to and approved by SMCSIG's Executive Board at its meeting held on November 2, 2017. Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Craig Schweikhard
Executive Director





SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

August 11, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The San Mateo-Foster City School District (the “District”) received and reviewed the 2016-2017 Grand Jury Report entitled “How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?” We appreciate the Grand Jury’s interest in this matter. Having reviewed and considered the Grand Jury’s Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury’s visits to various school sites in other districts.



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.



SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District will implement this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 10, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

Joan Rosas, Ed.D.
Superintendent

San Mateo Union High School District

Kevin Skelly, Ph.D., Superintendent

Elizabeth McManus, Deputy Superintendent Business Services

Kirk Black, Ed.D., Deputy Superintendent Human Resources & Instruction

KindyLee Mackamul, Associate Superintendent Student Services



Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The San Mateo Union High School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded To The Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree only as it applies to the SMUHSD. The District is unable to agree or disagree with this Finding as it pertains to other districts.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally

650 North Delaware Street, San Mateo, CA 94401-1732 (650) 558-2299 (650) 762-0249 FAX

Adult School - Aragon - Burlingame - Capuchino - Hillsdale - Middle College - Mills - Peninsula - San Mateo

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distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District has already implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies. (Adopted 2/7/2017)

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on September 14, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



KindyLee R. Mackamul
Associate Superintendent, Student Services



Jean A. Litarowsky, RN, MS
District Nurse

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1098

ADMINISTRATIVE OFFICES (650) 369-1411

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ALLEN WEINER

MARY STRESHLY
SUPERINTENDENT

August 18, 2017

Honorable Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Judge Davis:

The Sequoia Union High School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

Agree as to the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District will implement this recommendation during the 2017-18 school year.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation during the 2017-18 school year.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

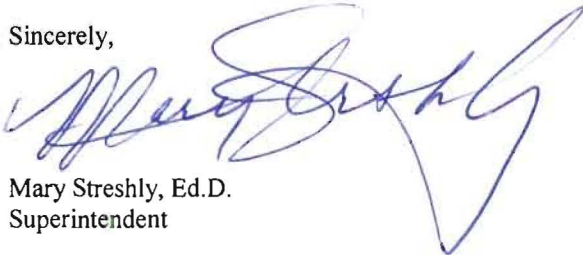
The District will implement this recommendation during the 2017-18 school year.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District will implement this recommendation during the 2017-18 school year.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 16, 2017. Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,


Mary Streshly, Ed.D.
Superintendent



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B Street, South San Francisco, CA 94080-4423
(650) 877-8700 / Fax (650) 583-4717
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SUPERINTENDENT
Shawnterra Moore, Ed.D.

BOARD OF TRUSTEES
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Patricia A. Murray

July 27, 2017

Grand Jury Foreperson
Court Executive Office
Hall of Justice
400 County Center
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Grand Jury Foreperson:

The South San Francisco Unified School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?"

We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responses as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

South San Francisco Unified School District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

South San Francisco Unified School District agrees that it is managed by the County through the District.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored EpiPen box.

South San Francisco Unified School District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

Yes, we agree.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

South San Francisco Unified School District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

South San Francisco Unified School District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

South San Francisco Unified School District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

South San Francisco Unified School District has already implemented this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

South San Francisco Unified School District has already implemented this recommendation.

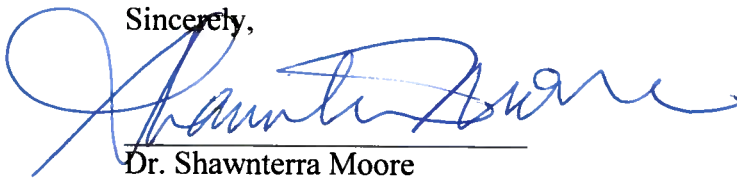
R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

South San Francisco Unified School District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on July 27, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,



Dr. Shawnterra Moore
Superintendent, SSFUSD



Hon. Leland Davis, III
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655
Email: grandjury@sanmateocourt.org

Dear Honorable Judge Davis:

The Woodside Elementary School District (the "District") received and reviewed the 2016-2017 Grand Jury Report entitled "How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?" We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds as follows, pursuant to section 933.05 of the California Penal Code.

FINDINGS

F1. In the public schools visited by the Grand Jury, Pens were maintained in brightly colored and clearly labeled yellow boxes and were maintained in plain sight in the main administrative office or anteroom.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F2. The distribution and supply of Pens is managed by the San Mateo County Schools Insurance Group through the school district offices with a process for replacing used or expired Pens.

The District agrees with this Finding.

F3. In the public schools visited by the Grand Jury, principals generally indicated that their faculty and staff had attended a training program addressing recognition of an allergic anaphylactic event and the techniques for using a Pen to treat the student experiencing an anaphylactic reaction. One school had a list of faculty and staff who had received the prescribed annual training including their position and location, which was mounted in a plastic sleeve and posted next to the brightly yellow-colored Epi-Pen box.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F4. The San Mateo County Schools Insurance Group provided an initial training program in February 2015, discussing the content and intent of SB 1266 and describing techniques for recognizing symptoms of anaphylaxis and emergency use of Pens. The San Mateo County Schools Insurance Group has scheduled annual training programs but additional responsibility for training was left to each school district to cover in subsequent presentations to their schools without a format for tracking whether or not the districts were actually offering these presentations on an annual basis.

The District agrees with this Finding.

F5. Some schools visited had no awareness of the packet of information describing the content and intent of SB 1266, and the training program addressing recognition of an allergic anaphylactic reaction and the techniques for using a Pen to treat a student experiencing an anaphylactic reaction, that were originally distributed by the San Mateo County Schools Insurance Group at their February, 2015 presentation.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

F6. Some schools visited had no standard policies or procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events though some schools had policies to accommodate students with known food or other allergies and all seemed to have conscientiously recorded a medical history for students attending their school.

The District is unable to agree or disagree with this Finding, as it was not present during the Grand Jury's visits to various school sites in other districts.

RECOMMENDATIONS

R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.

The District has already implemented this recommendation.

R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.

The District will implement this recommendation.

R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.

The District has implemented this recommendation.

R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas of the cafeteria, allergen-aware classrooms, etc.)

The District has already approved Board Policy and Administrative Regulation 5141.21 (Administering Medication and Monitoring Health Conditions) and 5141.27 (Food Allergies/Special Dietary Needs) which set forth procedures for the possible emergency use of Epi-Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies.

Both the Grand Jury Report and these responses were presented to and approved by the District's Board of Trustees at its meeting held on August 29, 2017.

Please do not hesitate to contact me if you have questions or required additional information.

Sincerely,

Dr. Beth Polito
Superintendent