

CERTIFICATION OF RESOLUTION
SEIZURE DISORDER CARE POLICY

Parma Academy
(An Ohio Non-Profit Corporation)

The Governing Authority (the "Board") of **Parma Academy** (the "School"), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

WHEREAS H.B. 206, 135th Ohio General Assembly made certain changes to Ohio Revised Code (ORC) section 3313.7117 regarding the storage and usage of drugs to treat seizures which are effective on April 9, 2025; and

WHEREAS the Board wishes to amend its Seizure Disorder Care Policy to comply with the changes to ORC 3313.7117 in H.B. 206;

IT IS HEREBY RESOLVED that the School shall adopt the Seizure Disorder Care Policy so revised to comply with said legislative changes which is attached as Exhibit A and incorporated herein as if restated. This revised policy shall be effective on April 9, 2025; until such time, the current policy shall continue in full force and effect.

IT IS FURTHER RESOLVED that the Board Chair is authorized and directed to execute any and all forms, and/or documents required in connection or by reason of this resolution.

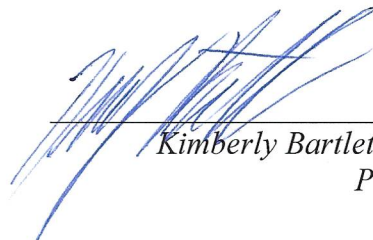
APPROVAL AND ADOPTION

Motion to adopt the Seizure Disorder Care Policy (with / without amendment(s),

Made by PETREA, Seconded by SANZOTTA.

Board Member Name	AYE	NAY	OTHER <i>(abstain, not present, etc.)</i>
Diane Faehrich	✓		
Mary Galinas	✓		
Jonathan Petrea	✓		
Mark Sanzotta	✓		
Kimberly Bartlett, Chairwoman	✓		

Executed and adopted by a vote of the Board on this 10th day of MARCH, 2025.



*Kimberly Bartlett, Chairwoman
Parma Academy*

Exhibit A

SEIZURE DISORDER CARE POLICY

Parma Academy

Article I.

Section 1. Individualized Seizure Action Plan

In accordance with Ohio law, the School shall create an Individualized Seizure Action Plan for each student enrolled in the School who has an active seizure disorder. The plan shall include all of the following:

- A. A written request signed by the parent, guardian, or other person having care or charge of the student, as required by Ohio Law and the Board approved Student Medication Policy, to have one or more drugs prescribed for a seizure disorder administered to the student.
- B. A written statement from the student's treating medical practitioner providing the drug information required by Ohio Law and the Student Medication Policy for each drug prescribed to the student for a seizure disorder.
- C. Any other component required by the state board of education.
- D. A seizure action plan is effective only for the school year in which the written request was submitted and must be renewed at the beginning of each school year.
- E. A seizure action plan shall be maintained in the office of the school nurse or school administrator if the School does not employ a full-time school nurse.

Section 2. Notification

The school nurse or a school administrator if the School does not employ a school nurse, shall notify a school employee, contractor, and volunteer in writing regarding the existence and content of each seizure action plan in force if the employee, contractor, or volunteer does any of the following:

- (a) Regularly interacts with the student;
- (b) Has legitimate educational interest in the student or is responsible for the direct supervision of the student;
- (c) Is responsible for transportation of the student to and from school.

The school nurse or a school administrator if the School does not employ a school nurse, shall identify each individual who has received training in the administration of drugs prescribed for seizure disorders. The school nurse, or another district employee if a School does not employ a school nurse, shall coordinate seizure disorder care at that School and ensure that all staff as described here in Section 2, are trained in the care of students with seizure disorders.

Section 3. Non-discrimination Policy

No Student shall be restricted from attending the School on the basis that the Student has Seizure Disorder, that the School does not employ a full-time school nurse, or that the School does not have an employee trained in Seizure Disorder care. Parents of a Student with Seizure Disorder shall not be

required or otherwise pressured to provide Seizure Disorder care at the School or during School-related activities.

Section 4. Parental Notice of Rights under Section 504

The Principal or their designee shall inform the Student's parent that the Student may be entitled to a Section 504 plan regarding the Student's Seizure Disorder.

Once notice has been given to the parent, the School shall comply with all other policies and procedures for the development of a Section 504 plan.

Section 5. School Administration of Seizure Disorder Medication

Seizure Disorder medication prescribed for a Student may be administered in accordance with the Seizure Action Plan so long as all of the following conditions are met:

- A. The Principal or their designee has a signed, written request from the Parent that the Seizure Disorder medication is to be administered, which includes a promise to immediately submit any changes to the prescription;
- B. The Principal or his/her designee receives a statement, signed by the prescriber of the medication that includes:
 - a. the name and address of the Student,
 - b. identifies the School and class in which the Student is enrolled,
 - c. states the name and dosage of the Seizure Disorder medication and the times or intervals at which the medication is to be administered,
 - d. the date administration of the Seizure Disorder medication should begin and end,
 - e. any severe adverse reactions that should be reported to the prescriber;
 - f. one or more phone numbers at which the prescriber can be reached in the event of an emergency, and
 - g. any other special instructions for administration of the Seizure Disorder medication, including sterile conditions and storage; and
- C. The Parent provides the Seizure Disorder medication in the original container in which it was dispensed by the prescriber or a licensed pharmacist and the container indicates that the Student is the proper recipient of any dosage of the medication.
- D. Notwithstanding any provision of this Policy to the contrary, drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.
- E. A student may possess, while at school or at any activity, event, or program sponsored by the school, a drug prescribed to the student designed to prevent the on-set of a seizure or to alleviate the symptoms of a seizure provided that: the student's physician has given written approval for the use of the drug and, if the student is a minor, written approval from the parent, guardian, or other person having care or charge of the student. The written approval must be provided to the school principal or school nurse, if there is one. The physician's written approval must contain at least all of the following:
 - i. The student's name and address;

- ii. The name of the drug and the dosage, if any, to be administered;
- iii. The circumstances under which the drug is to be administered to the student;
- iv. How the drug is to be administered;
- v. Written instructions that outline procedures for school personnel to follow in the event the drug does not prevent the onset of a seizure or alleviate the symptoms of a seizure;
- vi. Any severe adverse reactions that may occur to the student for whom the drug is prescribed and that should be reported to the physician;
- vii. Any severe adverse reactions that may occur to another student for whom the drug is not prescribed, should such a student receive a dose of the drug;
- viii. At least one emergency telephone number for contacting the physician in an emergency;
- ix. At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency; and
- x. Any other special instructions from the physician.

An authorized school employee, contractor, or volunteer may administer the prescribed drug to the student if they have been provided a copy of the written approval issued by the student's physician and has received training regarding the circumstances under which the drug is to be administered and how it is to be administered.

Section 6. Training

The School shall designate at least one employee at each building it operates, aside from a school nurse, to be trained on the implementation of seizure action plans every two years. The School provide or arrange for the training of the employee. The training must include and be consistent with guidelines and best practices established by a nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders, such as the Epilepsy Alliance Ohio or Epilepsy Foundation of Ohio or other similar organizations as determined by the department of education, and which addresses all of the following:

- (1) Recognizing the signs and symptoms of a seizure;
- (2) The appropriate treatment for a student who exhibits the symptoms of a seizure;
- (3) Administering drugs prescribed for seizure disorders, subject to Ohio Law.

A seizure training program shall not exceed one hour and shall qualify as a professional development activity for the renewal of educator licenses, including activities approved by local professional development committees.

The School shall require each person it employs as an administrator, guidance counselor, teacher, or bus driver to complete a minimum of one hour of self-study training or in-person training on seizure disorders not later than twenty-four months after the effective date of this section. Any such person employed after that date shall complete the training within ninety days of employment. The training shall qualify as a

professional development activity for the renewal of educator licenses, including activities approved by local professional development committees.

Training shall be provided to school employees, contractors, or volunteers authorized to administer the prescribed drug as contemplated in Section 6(E) of this policy to a student. Such training shall address the circumstances under which the drug is to be administered and how it is to be administered.

Section 7. Immunity

The School or a member of the governing authority, or school employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this section unless the act or omission constitutes willful or wanton misconduct.

This section does not eliminate, limit, or reduce any other immunity or defense that a School, member of the Governing Authority, or a school employee may be entitled to under Chapter 2744 of the Ohio Revised Code, or any other provision of the Revised Code or under the common law of this state.

Legal References

ORC 3313.7117; 3313.713

H.B. 206, 135th GA

Eff. 4-9-2025