

A young girl with dark hair, wearing a pink shirt, is shown from the chest up. She is holding a blue inhaler in her right hand and its packaging in her left hand. The background is white.

SY 2025 - 26

School Stock Medication Program (SSMP) for Albuterol Inhalers & Liteairs®

SCHOOL STOCK MEDICATION PROGRAM TOOLKIT

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WELCOME *to* *the* SSMP!



This toolkit provides trained school staff with all of the necessary resources to implement the SY25/26 School Stock Medication Program (SSMP) for Albuterol Inhalers.



INSTRUCTIONS FOR ACCESSING THE WEB-BASED TRAINING

THE **STOCK ALBUTEROL INHALER TRAINING FOR SCHOOL PERSONNEL** IS ACCESSIBLE THROUGH THE UNIVERSITY OF ARIZONA WESTERN REGION PUBLIC HEALTH TRAINING CENTER. THIS ONLINE MANDATORY TRAINING IS SELF-PACED AND MUST BE COMPLETED ANNUALLY.



“Stock Albuterol Training for School Personnel”

Web-based Training Curriculum

2025 - 2026

Section 1: Before you begin:

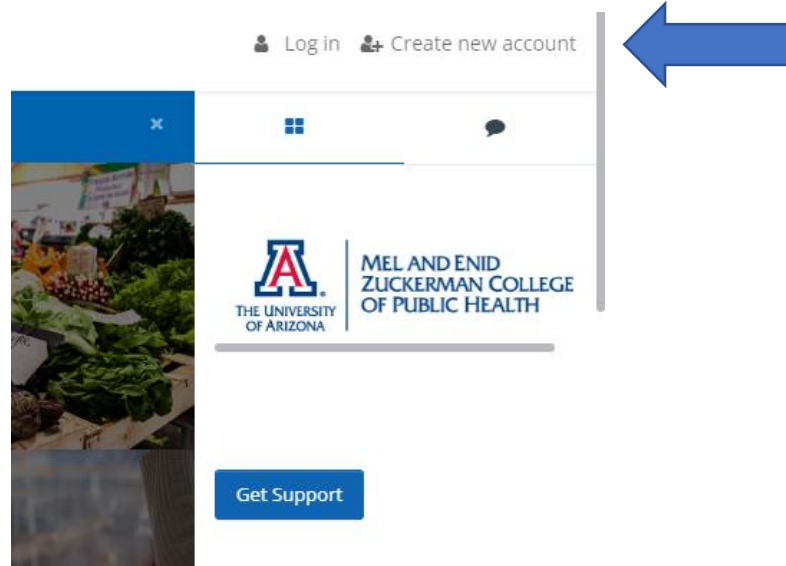
1. Users should enable pop-ups and update Flash Player on their operating system.
 - a. If the training modules do not play properly, it is probably a web browser issue.
 - i. Internet Explorer and Google Chrome is a good browser option to use for this training.
2. If for any reason the training becomes stuck or stops playing, exit completely out of the browser and log back into the training.
3. For any technical issues with the web-based training curriculum, please contact **Erich Healy** via e-mail: erichh@arizona.edu

Section 2: Instructions for new users:

1. To access the web-based training curriculum, use the following link:
<http://moodle.publichealth.arizona.edu>. The link will take you to the Western Regional Public Health Training Center sign on page:



2. Click “**Create New Account**” located at top right of the page.

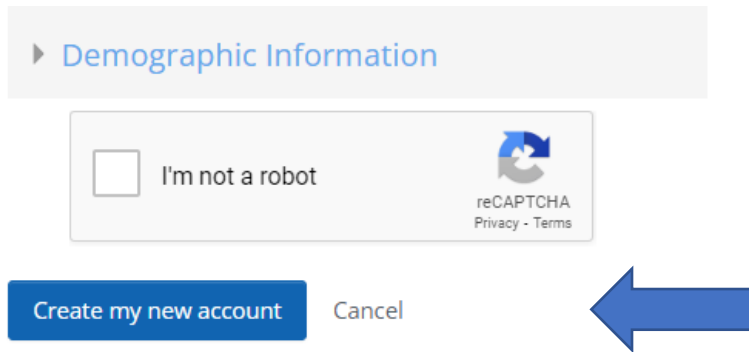


3. Complete the following new account information:

A screenshot of a 'Sign Up' form. The form is titled 'Sign Up' and has a link 'Expand all' at the top right. There are four expandable sections, each with a blue arrow icon on the left: 'Choose your username and password', 'More details', 'Occupational Information', and 'Demographic Information'. A large blue arrow points from the right towards the 'Choose your username and password' section. To the right of the form is a text box with the text 'Expand to fill in all required information.' Below the sections is a reCAPTCHA 'I'm not a robot' checkbox and a 'Create my new account' button. At the bottom, a message states 'There are required fields in this form marked with a red dot icon.'

*****Remember your username and password. You will use the same username and password for annual recertification and access to your certificates .***

4. After completing the new account information, click on “**Create my new account**” at the bottom:



Demographic Information

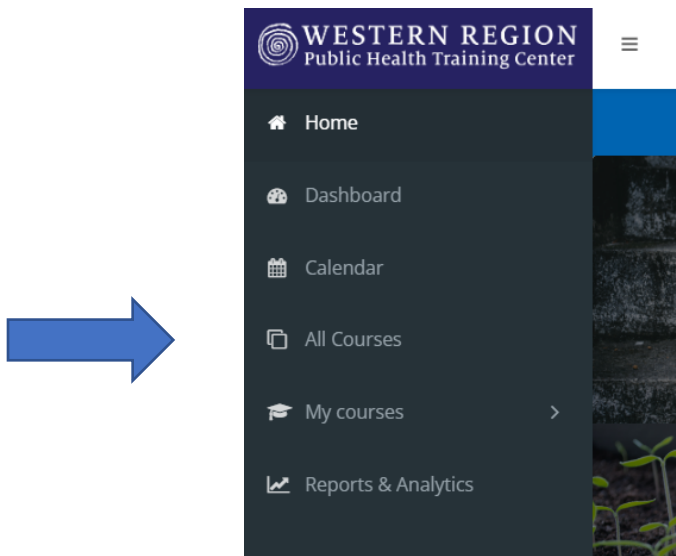
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Create my new account Cancel

There are required fields in this form marked  .


5. An e-mail will be automatically generated and sent immediately to the email address you provided in the “**Create my new account**” section.
6. Login to you email account to access the registration link. Please note, check the SPAM box if you cannot locate the e-mail.
7. Click on the link provided in the e-mail.
8. Once you have logged in, click on the “**All Courses**” tab.




9. In the “**Search courses**” field, at the top of the page, type in “stock inhaler”.

Western Region Public Health Training Center
Home / Courses / Western Region Public Health Training Center

All categories ▾ Sort (none) ▾ Search courses 🔍



10. You will see the search result displayed as below. Click on the link:



SELF-PACED COURSE
**STOCK ALBUTEROL INHALER
TRAINING FOR SCHOOL
PERSONNEL 2025**
Asthma & Airway Disease
Research Center

Stock Albuterol Inhaler Training for School Personnel 2025

School Health & Child Health

Course SummaryAsthma is life-threatening when students do not have the tools to ...


11. The Stock Albuterol Inhaler Training for School Personnel navigation page is now displayed. Scroll down to the bottom of the page to “Enrollment Options” and click on “**Enroll me**”:

Enrollment options

▼ [Self enrollment \(Student\)](#)

No enrollment key required.


Enroll me




12. After confirming you are enrolled in the course, click on “**Training Modules**”. Please note, at this point you should have disabled pop-ups to access the modules.

Training

This module opens in a pop-up window. If you have disabled pop-ups, you may need to enable them temporarily to view the module.

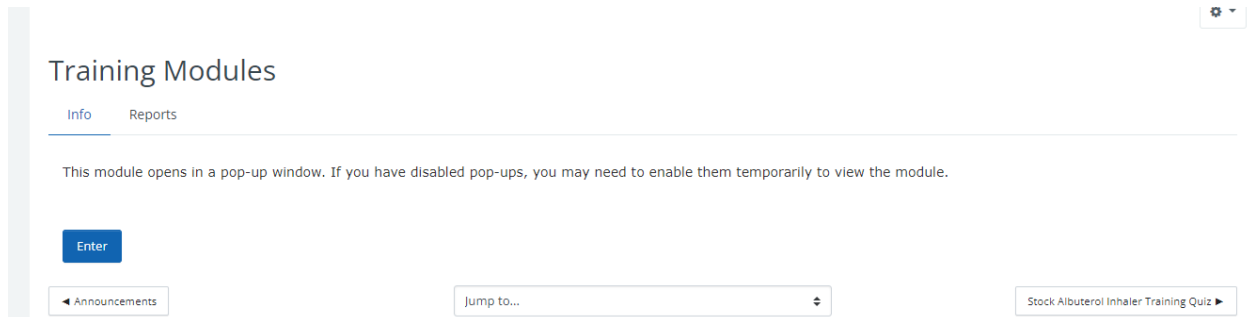
 [Training Modules](#)



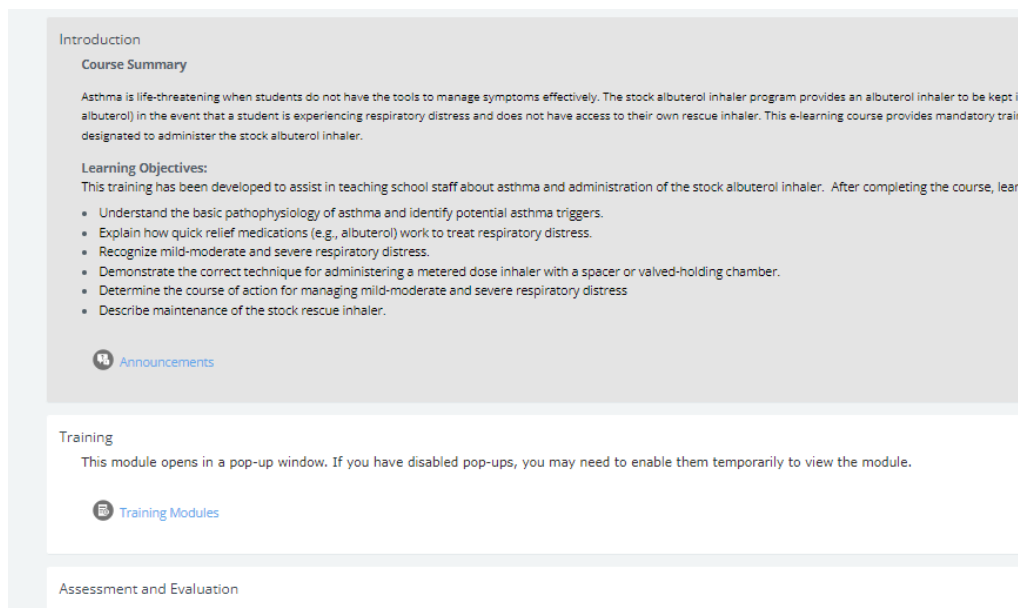
^

✓

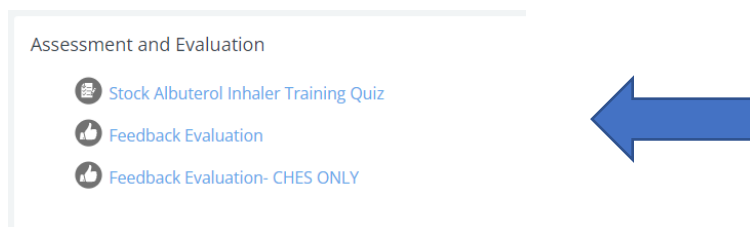
13. Congratulations! You have now accessed the Stock Albuterol Inhaler Training for School Personnel. It should now look like this. Click **“Enter”** to begin the training.



14. After the course has been completed, click **out** of the course window. The course navigation page (displayed below) should be running in the background:



15. Scroll to **“Assessment and Evaluation”** select **“Stock Albuterol Inhaler Training Quiz”**.




16. Complete the Stock Albuterol Inhaler Training for School Personnel Quiz and review your score.

Stock Albuterol Inhaler Training for School Personnel 2023-2024

[Home](#) / [My courses](#) / [SHCH115_2023](#) / [Assessment and Evaluation](#) / [Stock Albuterol Inhaler Training Quiz](#) / [Preview](#)

Started on	Thursday, 22 June 2023, 1:40 PM
State	Finished
Completed on	Thursday, 22 June 2023, 1:41 PM
Time taken	44 secs
Marks	5.00/5.00
Grade	10.00 out of 10.00 (100%)



17. Complete the feedback evaluation and get your certificate.



18. This certificate should be uploaded to **School Stock Medication Program (SSMP)** for each trained person at your school. **Please note, if you cannot print the certificate, save it as a PDF and you will need to upload it as a PDF.**
19. Please make sure to save your username and password as they will be needed for update or retrieve your training.

Section 3: Instructions for returning users:

1. This link <https://moodle.publichealth.arizona.edu/> will take you to the Western Regional Public Health Training Center sign on page.
2. Follow steps #9-19 of Instructions for New Users above.

INSTRUCTIONS FOR ACCESSING THE SCHOOL STOCK MEDICATION PROGRAM (SSMP) WEB APPLICATION

THE **SSMP** IS AN ONLINE, VOLUNTARY, NURSE-ASSISTED PROGRAM MANAGEMENT PROGRAM. IT IS AN ONLINE "ONE-STOP SHOP" FOR IMPLEMENTING A STOCK ALBUTEROL PROGRAM AT YOUR SCHOOL/DISTRICT/ORGANIZATION.



Navigating the SSMP

SY 2025 - 2026

For any questions/concerns with the SSMP, please contact the SSMP

Nursing Team

stockmedications@maricopa.gov.

Instructions for New School Medication Program Leads (Creating an Account):

1. To initiate the process for creating your school's SSMP account, visit this website:

<https://ssmp.maricopa.gov>

2. Click on “**Create Account**”.

The screenshot shows the SSMP login page. At the top left is the Maricopa County logo. To its right is the text 'Department of Public Health' and 'SSMP School Surveillance and Medication Program'. Below this is a 'Login' section with fields for 'User Name' and 'Password', each with a 'forgot' link. A 'Submit' button is below the password field. At the bottom, there are two buttons: 'New User?' and 'Create Account'. A large yellow arrow points to the 'Create Account' button.

The screenshot shows a 'Confirm Account Creation' dialog box. It asks 'Do you need an account?' and states that only people interested in participating as their school program lead need to have an account. It also provides links for training: 'COPH: All Courses (arizona.edu)' and 'Narcan Training for School Staff'. At the bottom are 'Create Account' and 'Cancel' buttons. A large yellow arrow points to the 'Create Account' button.

3. Create a new account by completing all required fields and click **“Submit”**. Your account will be created but **MUST be first approved** by the SSMP program administrator (Kimberly Ivich). This may take up to 24 hours before approval is given, and you will be notified by e-mail once your account is approved.



Department of Public Health
SSMP
 School Surveillance and Medication Program

Create New Account

All fields are required.

New accounts must be approved by the SSMP program administrator.
 You will be notified by email once your account has been approved and enabled.

Can't find your school? email
stockmedications@maricopa.gov
 to be added to the SSMP

User Name	<input type="text"/>	First	<input type="text"/>
Password	<input type="password"/>	Last	<input type="text"/>
Confirm Password	<input type="password"/>	Work Email	<input type="text"/>
		Work Phone	<input type="text"/>
		Title	<input type="text"/>

Select your district/organization to filter schools and add at least one school.

Instructions for returning School Medication Program Leads (Signing in):

1. Once your SSMP account is approved, or if you are a returning user, you will log into the SSMP here: <https://ssmp.maricopa.gov/Account/Login>.
 - a) verify the school address and Medication Program Lead information, click on pencil to add or update

My School

District:		School:	
Health Department Maricopa County		PHN	

School Address			
Street	4041 N Central Ave Ste. 600		
City	Phoenix		
State	AZ	Zip	85012
Type			
Type	(Undefined)	Affiliation	(Undefined)
Level	(Undefined)		
Medication Program Lead			
Name			
Title			
Work Phone		Fax	
Work Email			
<input checked="" type="checkbox"/> Options (for School Surveillance Admin Only)			
Is Active: No		Is On Distribution List: No	
Is Participating: No			

Uploading Training Certificates of Completion:

1. Send the mandatory web-based training links, go to the Instructions for Accessing Stock Albuterol Inhaler Online Training link, copy link and email to your chosen on-site school staff members (minimum 2) and have them complete all the required training and email their certificates to you. For help with trainings, review the Web-based Training Curriculum Instructions page 4
2. Upload the certificate of training "Stock Albuterol Inhaler Training for School Personnel". Go to the Trained Staff Tab and click **"Add Staff Member"**.

COUNTY School Surveillance and Medication Program [My School](#) [Resources](#) [Help/FAQ](#)

My School

School Stock Medication Program

School Address

Street 3950 S. County Club Rd
City Tucson
State AZ Zip 85714

Medication Program Lead

Name
Title
Work Phone
Work Email
Fax

Type

Type (Undefined)
Level (Undefined)
Affiliation (Undefined)

Options (for School Surveillance Admin Only)

Is Active: No
Is On Distribution List: No
Is Participating: No

Trained Staff **Standing Orders** **Documentation Logs**

Trained Staff

- Instructions for Accessing Stock Albuterol Inhaler Online Training
- Instructions for Accessing Stock Epinephrine Online Training
- Instructions for Accessing Stock Naloxone Online Training

Stock Albuterol Inhaler Protocol & Action Plan

- Stock Albuterol Inhaler Protocol & Action Plan
- Stock Epinephrine Protocol & Action Plan
- Stock Naloxone Inhaler Protocol & Action Plan

[Print List](#) [Add Staff Member](#)

3. Upload the certificate of training here and submit. Note: Training certificates expire one year after the date of completion. Please indicate the expiration date as one year after completion date.

Trained Staff

First: Work Email:

Last: Work Phone:

Title:

Albuterol Training Proof

Select file...

Expires:

Epinephrine Training Proof

Select file...

Expires:

Naloxone Training Proof

Select file...

Expires:

[Delete](#) [Cancel](#) [Submit](#)

4. Once your school has a minimum of (2) on-site trained staff and their certificates of training are uploaded to the **Trained Staff** tab, you will be able to **request** a standing order from MCDPH. Go to the **Standing Orders** tab and click on “**Add New**”. Complete each field and click “**submit**”. Once submitted, the request will be sent to the MCDPH SSMP Nurse for review.

For schools with an existing medical provider same process, in addition, email the SSMP Nurse your medical provider's standing order. stockmedications@maricopa.gov.

State AZ Zip 85714 Work Phone Work Email Fax

Type (Undefined) Affiliation (Undefined) Level (Undefined)

☒ Options (for School Surveillance Admin Only)
Is Active: No Is On Distribution List: No
Is Participating: No

1 Trained Staff 2 Standing Orders Documentation Logs

Standing Orders
Note: Before submitting a standing order, a school must have:
• Albuterol: At least two (2) trained school personnel at each school site
• Epinephrine: At least two (2) trained school personnel at each school site
• Naloxone: At least two (2) trained school personnel at each school site
• Name and work email of District/Organization approver

Medication Administration & Guidelines
• Stock Albuterol
• Stock Epinephrine
• Stock Naloxone

Albuterol + Add New

Requested	Requestor	Status
-----------	-----------	--------

+ Add New

Requested	Requestor	Status
-----------	-----------	--------

Once Standing Order is approved/signed, the SSMP Nursing Team will order directly to the MCDPH pharmacy, the free stock inhaler and five lites. and email the School Medication Program Lead the School Year standing order. Included in the email will be instructions for pick-up from the MCDPH pharmacy (location, day, time, etc.).

Uploading Documentation Logs:

1. To report stock inhaler administration, go to the Documentation Logs tab. Scroll down and click on **"Add New"** under Albuterol. Make sure to document the event within 24 hours and complete all fields in this section.

The screenshot shows a web application interface for documentation logs. At the top, there are tabs: "1 Trained Staff", "2 Standing Orders", and "Documentation Logs". The "Documentation Logs" tab is selected and circled in yellow. Below the tabs, there is a section titled "Documentation Logs" with a sub-header "Any time albuterol, epinephrine or naloxone is administered, a documentation log must be filled out." Below this, there are two main sections: "Albuterol" and "Naloxone". Each section has a table with columns "Administered", "By", and "Doses". In the "Albuterol" section, there is a "+ Add New" button circled in yellow, with a large yellow arrow pointing to it from the right. Below each table, there is a pagination control showing "Page 0 of 0" and "No items to display".

Type	Level	Affiliation	Is Active:	Is Participating:	Is On Distribution List:
(Undefined)	(Undefined)	(Undefined)	No	No	No

1 Trained Staff

2 Standing Orders

Documentation Logs

Documentation Logs

Any time albuterol, epinephrine or naloxone is administered, a documentation log must be filled out.

Post Incident Follow Up Letter - English

Post Incident Follow Up Letter - Spanish

Albuterol

+ Add New

Administered	By	Doses
--------------	----	-------

Page 0 of 0 No items to display

Naloxone

+ Add New

Administered	By	Doses
--------------	----	-------

Page 0 of 0 No items to display

IMPORTANT RESOURCES

THIS SECTION INCLUDES RESOURCES SUCH AS
THE STOCK INHALER PROTOCOL & ACTION PLAN,
MEDICATION GUIDELINES & PROCEDURES,
DOCUMENTATION LOG DRAFT AND
LETTER OF NOTIFICATION OF ADMINISTRATION TO
PARENTS/GUARDIANS.
DISPOSABLE LITEAIRE FACTSHEET

Refer to the your SSMP Resource Page and FAQ Page for
additional resources.

STOCK ALBUTEROL INHALER PROTOCOL & ACTION PLAN

For Treating Emergency Respiratory Distress

https://www.accessdata.fda.gov/drugsatfda_docs/label/2019/021457s036lbl.pdf.

Is this **SEVERE Respiratory Distress** (may include one or more of the following)?

- Struggling to breathe / Shortness of breath
- Excessive coughing, wheezing, tightness in the chest
- Difficulty speaking
- Blueness around the lips or fingernails (might look gray or "dusky")
- Chest retractions (chest/neck are pulling in)
- Use of accessory muscles (stomach muscles are moving up and down)
- Fast pulse (e.g., tachycardia)
- Nasal flaring

YES

CALL 911

AND follow the Actions for Severe Respiratory Distress Below

1. Immediately administer 8 puffs of albuterol with valved holding chamber, each puff 15-30 seconds apart.
2. Document the time 911 was called.
3. Restrict physical activity, encourage slow breaths & allow individual to rest. **DO NOT LEAVE THE INDIVIDUAL UNATTENDED!**
4. Instruct office staff to contact parent/caregiver AND school nurse and/or principal.
5. Document the time EMS services arrived AND the name of the EMS provider.
6. Observe individual after 15 minutes if EMS has not yet arrived.

NO IMPROVEMENT AFTER 15 MINUTES & EMS HAS NOT YET ARRIVED

1. Repeat 8 puffs of albuterol with valved holding chamber, each 15-30 seconds

NO

For Mild-to-Moderate Respiratory Distress:

1. Administer 4 puffs of albuterol with valved holding chamber, each 15-30 seconds apart.
2. Restrict physical activity & allow the individual to rest. **DO NOT LEAVE THE INDIVIDUAL UNATTENDED!**
3. Instruct office staff to notify parent/caregiver AND school nurse and/or principal.
4. Observe individual again after 10-15 minutes.

NO IMPROVEMENT

IMPROVEMENT

If there is no improvement:

1. Administer 4 more puffs of albuterol with valved holding chamber, each 15-30 seconds apart.
2. If there is still no improvement, **immediately call 911** AND follow actions for **Severe Respiratory Distress**.
3. Reassess individual after 10-15 minutes.

IMPROVEMENT

Individual should demonstrate the following:

- No more chest tightness or shortness of breath
- Can walk & talk easily

If the individual shows improvement:

1. Keep him/her under observation until their breathing returns to normal AND the office staff has contacted and spoken to the student's parent/caregiver.
2. Follow the post-incident instructions on the back of this form

*****After the student's breathing has returned to normal, they may return to class.**

STOCK ALBUTEROL INHALER PROTOCOL & ACTION PLAN

This protocol is intended for use by trained personnel to respond to respiratory distress. It is not intended to replace an individual's personal Asthma Action Plan. Instead, it should be used when an Asthma Action Plan and/or prescribed short-acting bronchodilator inhaler (e.g., albuterol inhaler) are not available or easily accessible.

Possible signs/symptoms of respiratory distress may include **ANY** of the following symptoms:

- *Struggling to breathe, excessive coughing, wheezing, noisy breathing, decreased breath sounds, whistling in the chest, chest pain, chest tightness, shallow breathing, breathing hard or fast, shortness of breath, nasal flaring, difficulty speaking, blueness around the lips or fingernails, chest retractions, and/or use of accessory muscles*

STEPS FOR POST-INCIDENT DOCUMENTATION & FOLLOW UP:

1. Document the incident on the Albuterol Documentation Log found on your schools' School Stock Medication Program (SSMP) user account within 24 hours of incident.
2. Follow-up with the health office staff/ school nurse and/or principal/administration.
3. If the individual is a student, document the student's school health record and print copy for student's records.
4. Refer to the SSMP **Post Incident Follow-up Plan** (found on the SSMP Resource and FAQ tab) for helpful parent/guardian send home letters and resources.
5. Consider a plan of care for the students' or staff members' safe return to school.

*Documentation Logs should remain on file with the school for a minimum of 3 years.

I. SSMP Medication Administration Procedures & Guidelines for School Stock Albuterol Inhaler

The implementation of policies and procedures for the emergency treatment of respiratory distress using the school stock albuterol is not intended to replace the individual Asthma Action Plan of a person with asthma. Instead, the school stock albuterol inhaler should be used when an Asthma Action Plan and/or prescribed short-acting bronchodilator inhaler (albuterol inhaler) are not available or easily accessible.

A designated employee, the School Stock Medication Program (SSMP) Program Lead, who has completed the required training is the responsible person for the storage, maintenance, control, and general oversight of the stock albuterol inhaler and LiteAire® MDI holding chambers acquired by the school.

a. Storage of Emergency Stock Albuterol Medications

The emergency stock albuterol inhaler should be stored in an unlocked, clearly marked designated and accessible location in the health office during school hours and monitored under the direct supervision of the designated and trained personnel. The LiteAire® MDI holding chambers should be stored in the same location. A list of the onsite trained school personnel should be placed adjacent to the medication.

To allow for rapid retrieval and use, the stock emergency albuterol should **NOT** be locked during school hours. The medication should be stored in a safe and reasonably secure temperature location that will not be accessible by student or non-authorized personnel and readily accessible to designated personnel. Preferably with other emergency supplies and/or stock medications.

Before or after regular school hours, the medication should be locked away in a secure, temperature appropriate location.

Albuterol Storage

The stock emergency albuterol inhaler should be stored according to manufacturer's recommendations in the carton provided.

Keep the stock inhaler in the appropriate temperature 68°F to 77°F (20°C to 25°C).



Reminder: during school breaks and summer vacation, keep inhaler at the optimal recommended temperature. AZ high temperatures do affect the efficacy of the medication.

It is important to monitor the expiration date of the product and numbers of doses left in the device. A daily tracking log will be useful.

b. Location of Stock Emergency Albuterol

The following consideration may be helpful when selecting a storage location for the stock emergency albuterol medication. Accessibility and the safety of the students are of utmost importance when making a decision related to storage location:

- Availability of trained personnel to supervise the location of the medication storage
- Compliance with manufacture's recommendations for handling and storage of medication and LiteAire ® MDI holding chambers
- Age and development stage of the students
- Size of the school and building infrastructure
- Accessibility to additional school personnel for help
- Post updated list of trained school personnel next to stock inhaler and give an updated list to school administrators
- Ensure LiteAire ® MDI holding chambers are stored with medication

c. Administration of Stock Albuterol

Albuterol inhalers should be dispensed according to FDA labeling.

https://www.accessdata.fda.gov/drugsatfda_docs/label/2019/021457s036lbl.pdf

In accordance with [R7-2-810 Emergency Administration of Inhalers](#) and [A.R.S. § 15- 158](#), administration of the emergency stock albuterol medication may be provided by the designated and trained medical and non-medical personnel that have completed the annual training on recognition of symptoms of respiratory distress and administration of inhalers.

Training in the administration of inhalers shall be conducted by a nationally recognized organization or professionally certified medical professionals that are experienced in training laypersons in emergency health treatment. Training may be conducted [online](#) or in person and at minimum shall include

- a. How to recognize signs and symptoms of respiratory distress in accordance with good clinical practice.
- b. Standards and procedures for storage of inhalers.
- c. Standards and procedures for administration of an inhaler, as directed on the prescription protocol.
- d. Emergency follow-up procedures after the administration of an inhaler.
- e. The organization that conducts the training shall issue a certificate of training to each person who successfully completes the training. The school employee or authorized agent should submit this certificate to the school.
- f. Annual training is required for all designated school employees.
- g. School districts/organizations shall maintain and make available on request a list of school personnel who are authorized to administer inhalers pursuant to a standing order.

The [Stock Inhaler Protocol & Action Plan](#) must be used for all individuals when using the SSMP stock albuterol inhaler, regardless if they have an existing inhaler and Asthma Action Plan (AAP).

[A LiteAire® MDI holding chamber](#) (spacer) may only be used with the schools' prescribed SSMP stock albuterol inhaler each time administered to an individual. Carefully label the individual's first and last name on the LiteAire® spacer and place it in a zip lock bag. Do not seal the zip lock bag, store it unzipped instead. Replace if crushed, soggy, contaminated or discolored. Refer to [Use of a disposable valved-holding chamber \(spacer\) in a school-based asthma trial - PMC \(nih.gov\)](#)

Each time the stock inhaler is administered, the parent/guardian/caregiver is notified according to the SSMP Stock Inhaler Protocol & Action Plan and [R7-2-810 Emergency Administration of Inhalers](#).

Document each use in the [SSMP stock albuterol documentation log](#) within 24 hours of incident. A copy should be made of the log to include in the child's personal health record.

d. Training and Program Oversight

Each school district, charter school and private school that elects to administer inhalers shall designate at least two onsite school employees at each school site, who shall be required to be trained in the recognition of respiratory distress symptoms, the



procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the SSMP adopted protocol.

While each school is required to have at least two onsite trained personnel in order to implement the stock inhaler policies, schools are highly recommended to train as many school personnel as they consider necessary, including school substitute health staff.

It is recommended to include in the school sub health folder the SSMP Protocol & Action Plan, SSMP Medication Administration Procedures & Guidelines and draft of SSMP albuterol documentation log (all found on the SSMP Resource Tab) to be documented within 24 hours of incident by the school's Program Lead.

The SSMP School Program Lead is to monitor, update and implement the status of all trained school staff. Trainings expire annually from completion date. In the case of a school staff change, such as from a school location or is no longer a school employee, the Program Lead notifies MCDPH StockMedications@maricopa.gov of any changes. All staff trainings are to be uploaded into the SSMP schools account within three working days of completion.

General oversight should include:

- Ensure SSMP stock medications are stored and monitored according to SSMP medication guidelines
- Provide and implement school policies and procedures for administration of the stock emergency albuterol inhaler according to the SSMP Stock Albuterol Inhaler Protocol & Action Plan
- Monitor and update the completion of all required staff trainings on an annually basis with at least two (2) designated school site personnel
- Maintenance and availability of a list of school personnel who are authorized to administer albuterol inhalers pursuant to a standing order
- Notification of any changes of school staff and/or school location to the SSMP StockMedications@maricopa.gov .
- Ensure school procedures for annually requesting a standing order and/or prescription for the stock albuterol inhaler and LiteAire ® MDI holding chambers
- Ensure each time stock albuterol inhaler is administered, the incident is documented on the schools' SSMP documentation log within 24 hours of incident
- Notification of additional LiteAire ® MDI holding chambers needed email to SSMP StockMedications@maricopa.gov. Note: these will be ordered according to the number of SSMP documentation logs submitted for each school

- Ensure that the policies and procedures are appropriately implemented
- Provide Post-Incident documentation according to the SSMP Steps for Post-Incident Documentation & Follow Up

II. Legal Considerations

[ARS § 15-158](#)

Immune from Civil Liability

Chief medical officers of county health departments, physicians licensed pursuant to Title 32, Chapter 13 or 17, nurse practitioners licensed pursuant to Title 32, Chapter 15, school districts, charter schools and employees of school districts and charter schools and nurses who are under contract with a school district or charter school are immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of the requirements of this section, except in cases of gross negligence, wilful misconduct or intentional wrong doing.

The immunity from civil liability does not affect a manufacture's product liability regarding design, manufacturing, or instructions for use of medication, an inhaler device and spacer or holding chamber.

The administration of an inhaler pursuant to this statute is not the practice of medicine or any other profession that otherwise requires a license.

III. Emergency Stock Albuterol Treatment and Considerations

[R7-2-810](#)

What is Emergency Respiratory Distress?

Definitions: The following definitions are applicable to this rule:

1. "Authorized Entity" refers to any school district or charter school
2. "Bronchodilator" means Albuterol or another short-acting bronchodilator that is approved by the United States Food and Drug Administration for the treatment of respiratory distress
3. "Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler that includes a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator

4. "Respiratory distress" includes the perceived or actual presence of coughing, wheezing or shortness of breath
5. "Standing order" means a prescription protocol or instructions issued by the chief medical officer of a county health department, physicians licensed pursuant to Title 32, Chapter 13 or 17, or nurse practitioners licensed pursuant to Title 32, Chapter 15.

1. Standard Procedures and Protocols for Emergency Use

Emergency respiratory distress can be the sudden appearance of signs and symptoms of difficulty breathing. Emergency respiratory distress may be categorized Mild-to-Moderate or Severe. Evaluation of the person's level of distress based on the signs and symptoms present should occur upon presentation. Trained school personnel should immediately begin the implementation of the [Stock Inhaler Protocol & Action Plan](#) adopted by the school for treatment of respiratory distress.

Mild-to Moderate symptoms may include one of more of the following:

Struggling to breathe	Whistling in the chest
Persistent coughing	Chest pain
Wheezing	Chest tightness
Noisy breathing	Shallow breathing
Decreased breath sounds	Breathing hard or fast
Shortness of breath	Nasal flaring
Difficulty speaking	Blueness around the lips/fingernails
Chest retractions	Use of Accessory muscles

The signs of symptoms of **SEVERE** respiratory distress may vary among individuals and may include some or all of the following:

- Struggling to breath/shortness of breath
- Frequent coughing, wheezing, tightness in the chest
- Difficulty speaking/blueness around the lips or fingernails (may look gray or "dusky")
- Chest retractions (chest/neck are pulling in)
- Use of accessory muscles (stomach muscles are moving up and down)
- Fast pulse (tachycardia)
- Nasal flaring

If the respiratory distress is determined to be mild-to-moderate, then the trained personnel should:

1. Administer 4 puffs of albuterol with a valve-holding chamber, each 15-30 seconds apart
2. Restrict physical activity & allow the individual to rest
3. **DO NOT LEAVE THE INDIVIDUAL UNATTENDED!**
4. Instruct office staff to notify the parent/caregiver and school nurse and/or principal
5. Observe the individual again after 10-15 minute
6. If there is no improvement:
 - a. Administer 4 puffs of albuterol with a valve- holding chamber, each 15-30 seconds apart
 - b. If there is still no improvement, **IMMEDIATELY call 911** and follow actions for SEVERE Respiratory Distress
 - c. Reassess individual after 10-15 minutes
7. If Improvement:
 - a. Individual should demonstrate the following:
 - No more chest tightness or shortness of breath
 - Can walk & talk easily

As the individual shows improvement:

- b. Keep him/her under observation until their breathing returns to normal AND the office staff has contacted and spoken to student's parent/caregiver

***After the student's breathing has returned to normal, they may return to class.

- c. Follow post-incident instructions:
 - Document within 24 hours of the incident using the "Albuterol Documentation Log" found on the SSMP schools' account and print copy for student's records
 - Follow-up with the school nurse and/or principal.
 - If the individual is a student, document in the student's school health record
 - If the individual is a student, follow up with the students' parent/caregiver with Post Incident Follow-up Plan

If the respiratory distress is determined to be **SEVERE**, then the trained personnel should:

1. **CALL 911**

2. **Immediately administer 8 puffs of albuterol with valve holding chamber, each puff 15-30 seconds apart**
3. Document the time 911 was called
4. Restrict physical activity, encourage slow breaths & allow individual to rest
DO NOT LEAVE THE INDIVIDUAL UNATTENDED
5. Instruct office staff to contact parent/caregiver AND school nurse and/or principal
6. Document the time EMS services arrived AND the name of the EMS provider.
7. Observe individual after 15 minutes if EMS has not yet arrived.
If individual shows improvement, wait for EMS to arrive and assess the individual'
8. If no improvement after 15 minutes & EMS has NOT arrived yet:
 - a. Repeat 8 puffs of albuterol with valve holding chamber, each 15-30 seconds apart

*****If the individual shows improvement, wait for EMS to arrive & assess the individual**

Thayer Medical LiteAire® MDI Holding Chamber (Spacer) Fact Sheet For

School Year 2025–2026

NEED LITEAIRES ? EMAIL STOCKMEDICATIONS@MARICOPA.GOV

The LiteAire® is a paperboard version of a spacer. It allows a single albuterol inhaler to be used by multiple individuals safely and hygienically. It works by utilizing a one-way exhalation & inhalation valve, with low resistance to ensure each individual can breathe normally through the spacer.

Administration

The LiteAire® must be used each time the schools' prescribed stock albuterol inhaler is administered to an individual. The LiteAire® must be used only on the stock albuterol inhaler and is not permitted for use on an individual's personal inhaler. Follow the recommended manufacturer's instructions for use.

Any individual that uses a LiteAire® will be assigned to that spacer until their own personal inhaler is obtained and available in the health office. In other words, if an individual needs to use the stock albuterol inhaler repeatedly, they should be given the same LiteAire® they originally used.

Storage <https://pmc.ncbi.nlm.nih.gov/articles/PMC5760365/>

Every LiteAire® comes pre-packaged in a plastic perforated bag to easily tear off the top. Once the LiteAire® is carefully removed, save the plastic bag. Label the individual's first and last name on the LiteAire® and place it back into the plastic bag. Do not seal the plastic bag, but instead store it unzipped. Replace if crushed, soggy, contaminated or discolored.



Name of school: _____

Incident date: / /

Age: _____

Gender: ☐ Male ☐ Female ☐ OtherIs the individual Hispanic or Latino: ☐ Hispanic /Latino ☐ non-Hispanic /non-LatinoRace: ☐ American Indian / Alaska Native ☐ Asian
 ☐ Black / African American ☐ White
 ☐ Native Hawaiian / Pacific Islander ☐ Multi-racial

Did the individual have a known diagnosis of asthma before this day?

☐ Yes ☐ No ☐ Do not know

Activity/Location prior to event: _____

Trained staff's name and position/ title: _____

License Status ☐ licensed staff ☐ unlicensed staff

Time of day albuterol was administered _____

Level of Respiratory Distress (select all that apply)

☐ Mild-to-Moderate ☐ Severe

Number of albuterol puffs: _____ If applicable, reason why No. of puffs is not 4 _____

Disposition status: ☐ Returned to class ☐ Sent home with parent/guardian/caregiver

Has the student's parent/caregiver been contacted? _____

Post Incident Follow-up Plan: ☐ Notification letter sent home ☐ I confirm this is not applicable

Stock albuterol prescriber's name: _____

If applicable:

EMS Agency Name _____

Time 9-1-1 called _____

Time EMS arrived _____

Name of hospital individual was transported to _____

Additional Comments: _____

Reminder: submit this form to your school's SSMP account within 24 hours of incident
Rev 6/08/2023



School Stock Inhaler Treatment Parent/Guardian Notification Letter

of Notifications: _____

School: _____

Date _____

To the parent/guardian of _____

We would like to inform you that your student received an emergency albuterol inhaler treatment administered with a LiteAire® (disposable holding chamber) from the school's stock inhaler program today.

The treatment was provided because the following was observed:

- ☐ Wheezing
- ☐ Coughing
- ☐ Shortness of breath
- ☐ Chest tightness
- ☐ Difficulty participating in P.E. because of respiratory symptoms/asthma
- ☐ Other _____

In addition:

- ☐ Personal inhaler unavailable/expired
- ☐ EMS was contacted for respiratory distress
- ☐ Other _____

The school stock albuterol inhaler is *not* intended to replace a student's personal inhaler, it is available for emergency respiratory distress only.

To give your student the best health support possible during school, we highly recommend your student be evaluated by a healthcare provider to determine if your student's asthma is controlled on their current asthma plan.

If your student does not have a diagnosis of asthma, inform your healthcare provider about this incident so they can evaluate your student. Take this letter to share with your provider.

If your student does not have a healthcare provider, visit www.211arizona.org, or by dialing 2-1-1 within Arizona to find a list of healthcare providers including those that provide low-cost services.

For any questions, concerns, or additional information, contact your school health office/health services at _____

Thank you,



**Notificación para Padres/Guardianes del Tratamiento con el
Inhalador de Albuterol Escolar # de Notificación: _____**

Escuela: _____

Fecha: _____

Para los padres/guardianes de: _____

Queremos informarle que su estudiante hoy recibió un tratamiento del inhalador de Albuterol con un LiteAire® (cámara de retención desechable) del programa escolar para emergencias respiratorias.

El tratamiento que fue dado porque se observó lo siguiente:

- ☐ Sibilancia
- ☐ Tos
- ☐ Dificultad para respirar
- ☐ Opresión en el pecho
- ☐ Dificultad participando en Educación Física por síntomas respiratorias/Asma
- ☐ Otra razón: _____

Adicionalmente:

- ☐ inhalador personal no está disponible o había expirado
- ☐ Servicios Médicos de Emergencia (911) fueron llamados por dificultad respiratoria
- ☐ Otra razón: _____

El inhalador de Albuterol del programa escolar para emergencias respiratorias no está supuesto a remplazar el inhalador personal del estudiante, solo se utiliza en caso de una emergencia respiratoria.

Para asegurar el mejor apoyo de salud durante la escuela, recomendamos que su estudiante sea evaluado por un proveedor de salud para que determine si el Asma está controlado por el plan médico de Asma actual.

Si su estudiante no tiene diagnóstico de Asma, informe a su proveedor de salud para que evalúen su estudiante. Lleva esta carta y compártela con su médico.

Si su estudiante no tiene proveedor de salud, visite www.211arizona.org o marque 2-1-1 para encontrar una lista de médicos que ofrecen servicios a bajo costo.

Para cualquier pregunta, inquietud o información adicional, comuníquese con la oficina de salud/servicios de salud de su escuela a: _____

Gracias,

HB 2208 & R7-2-810

PASSED IN 2017, **HB 2208**, "STOCK INHALERS FORB SCHOOLS" ALLOWS ARIZONA SCHOOLS TO PROCURE, STOCK AND ADMINISTER ALBUTEROL SULFATE TO ANY STUDENT OR AN ADULT EXPERIENCING RESPIRATORY DISTRESS BY A TRAINED PERSON. **R7-2-810** WAS SUBSEQUENTLY PASSED BY THE STATE BOARD OF EDUCATION TO GUIDE SCHOOLS DURING PROGRAM IMPLEMENTATION.

REFERENCE TITLE: **inhalers; administration; schools; authorized entities**

State of Arizona
House of Representatives
Fifty-third Legislature
First Regular Session
2017

HB 2208

Introduced by
Representative Carter

AN ACT

AMENDING TITLE 15, CHAPTER 1, ARTICLE 5, ARIZONA REVISED STATUTES, BY ADDING SECTION 15-158; AMENDING SECTIONS 15-189.04, 15-203, 15-341 AND 15-503, ARIZONA REVISED STATUTES; AMENDING TITLE 36, CHAPTER 21.1, ARTICLE 1, ARIZONA REVISED STATUTES, BY ADDING SECTION 36-2229; RELATING TO THE ADMINISTRATION OF INHALERS.

(TEXT OF BILL BEGINS ON NEXT PAGE)

Be it enacted by the Legislature of the State of Arizona:

Section 1. Title 15, chapter 1, article 5, Arizona Revised Statutes, is amended by adding section 15-158, to read:

15-158. Emergency administration of inhalers by trained personnel; immunity; definitions

A. PURSUANT TO A STANDING ORDER ISSUED BY THE CHIEF MEDICAL OFFICER OF THE DEPARTMENT OF HEALTH SERVICES, THE CHIEF MEDICAL OFFICER OF A COUNTY HEALTH DEPARTMENT OR A PHYSICIAN LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR 17, AN EMPLOYEE OF A SCHOOL DISTRICT OR CHARTER SCHOOL WHO IS TRAINED IN THE ADMINISTRATION OF INHALERS MAY ADMINISTER OR ASSIST IN THE ADMINISTRATION OF INHALERS TO A PUPIL OR AN ADULT WHOM THE EMPLOYEE BELIEVES IN GOOD FAITH TO BE EXHIBITING SYMPTOMS OF RESPIRATORY DISTRESS WHILE AT SCHOOL OR AT A SCHOOL-SPONSORED ACTIVITY. IF SUFFICIENT MONIES ARE APPROPRIATED BY THE LEGISLATURE EACH YEAR TO PROVIDE FOR THE PURCHASE OF ONE INHALER AT EACH PUBLIC SCHOOL IN THIS STATE, EACH SCHOOL DISTRICT AND CHARTER SCHOOL SHALL STOCK ONE INHALER AT EACH SCHOOL PURSUANT TO A STANDING ORDER ISSUED BY THE CHIEF MEDICAL OFFICER OF THE DEPARTMENT OF HEALTH SERVICES, THE CHIEF MEDICAL OFFICER OF A COUNTY HEALTH DEPARTMENT OR A PHYSICIAN LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR 17. EACH FISCAL YEAR THE DEPARTMENT OF EDUCATION SHALL INCLUDE IN ITS BUDGET REQUEST FOR ASSISTANCE TO SCHOOLS A SEPARATE LINE ITEM FOR A CONTINUOUS, NONLAPSING APPROPRIATION TO FUND THE REQUIREMENTS OF THIS SECTION. IF SUFFICIENT MONIES ARE NOT APPROPRIATED BY THE LEGISLATURE DURING ANY FISCAL YEAR TO PROVIDE FOR THE PURCHASE OF ONE INHALER AT EACH PUBLIC SCHOOL IN THIS STATE, A SCHOOL DISTRICT OR CHARTER SCHOOL MAY STOCK ONE INHALER AT EACH SCHOOL PURSUANT TO A STANDING ORDER ISSUED BY THE CHIEF MEDICAL OFFICER OF THE DEPARTMENT OF HEALTH SERVICES, THE CHIEF MEDICAL OFFICER OF A COUNTY HEALTH DEPARTMENT OR A PHYSICIAN LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR 17.

B. THE CHIEF MEDICAL OFFICER OF THE DEPARTMENT OF HEALTH SERVICES, THE CHIEF MEDICAL OFFICER OF A COUNTY HEALTH DEPARTMENT, A PHYSICIAN LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR 17, A SCHOOL DISTRICT, A CHARTER SCHOOL AND EMPLOYEES OF A SCHOOL DISTRICT OR CHARTER SCHOOL ARE IMMUNE FROM CIVIL LIABILITY WITH RESPECT TO ALL DECISIONS MADE AND ACTIONS TAKEN THAT ARE BASED ON GOOD FAITH IMPLEMENTATION OF THE REQUIREMENTS OF THIS SECTION, EXCEPT IN CASES OF GROSS NEGLIGENCE, WILFUL MISCONDUCT OR INTENTIONAL WRONGDOING.

C. FOR THE PURPOSES OF THIS SECTION:

1. "BRONCHODILATOR" MEANS ALBUTEROL OR ANOTHER BRONCHODILATOR THAT IS APPROVED BY THE UNITED STATES FOOD AND DRUG ADMINISTRATION AND RECOMMENDED BY THE DEPARTMENT OF HEALTH SERVICES FOR THE TREATMENT OF RESPIRATORY DISTRESS.

2. "INHALER" MEANS A DEVICE THAT DELIVERS A BRONCHODILATOR TO ALLEVIATE ASTHMATIC SYMPTOMS, IS MANUFACTURED IN THE FORM OF A METERED-DOSE INHALER OR DRY-POWDER INHALER AND MAY INCLUDE A SPACER,

1 HOLDING CHAMBER OR OTHER DEVICE THAT ATTACHES TO THE INHALER TO IMPROVE
2 THE DELIVERY OF THE BRONCHODILATOR.

3 3. "RESPIRATORY DISTRESS" INCLUDES THE PERCEIVED OR ACTUAL PRESENCE
4 OF COUGHING, WHEEZING OR SHORTNESS OF BREATH.

5 Sec. 2. Section 15-189.04, Arizona Revised Statutes, is amended to
6 read:

7 15-189.04. Policies and procedures for the emergency
8 administration of epinephrine and inhalers

9 The governing body of each charter school shall prescribe and
10 enforce policies and procedures for the emergency administration of
11 ~~auto-injectable~~ epinephrine **AUTO-INJECTORS** by a trained employee of the
12 charter school pursuant to section 15-157 **AND INHALERS BY A TRAINED**
13 **EMPLOYEE OF THE CHARTER SCHOOL PURSUANT TO SECTION 15-158.**

14 Sec. 3. Section 15-203, Arizona Revised Statutes, is amended to
15 read:

16 15-203. Powers and duties

17 A. The state board of education shall:

18 1. Exercise general supervision over and regulate the conduct of
19 the public school system and adopt any rules and policies it deems
20 necessary to accomplish this purpose.

21 2. Keep a record of its proceedings.

22 3. Make rules for its own government.

23 4. Determine the policy and work undertaken by it.

24 5. Subject to title 41, chapter 4, article 4, employ staff.

25 6. Prescribe and supervise the duties of its employees pursuant to
26 title 41, chapter 4, article 4, if not otherwise prescribed by statute.

27 7. Delegate to the superintendent of public instruction the
28 execution of board policies and rules.

29 8. Recommend to the legislature changes or additions to the
30 statutes pertaining to schools.

31 9. Prepare, publish and distribute reports concerning the
32 educational welfare of this state.

33 10. Prepare a budget for expenditures necessary for proper
34 maintenance of the board and accomplishment of its purposes and present
35 the budget to the legislature.

36 11. Aid in the enforcement of laws relating to schools.

37 12. Prescribe a minimum course of study in the common schools,
38 minimum competency requirements for the promotion of pupils from the third
39 grade and minimum course of study and competency requirements for the
40 promotion of pupils from the eighth grade. The state board of education
41 shall prepare a fiscal impact statement of any proposed changes to the
42 minimum course of study or competency requirements and, on completion,
43 shall send a copy to the director of the joint legislative budget
44 committee and the executive director of the school facilities board. The
45 state board of education shall not adopt any changes in the minimum course

1 of study or competency requirements in effect on July 1, 1998 that will
2 have a fiscal impact on school capital costs.

3 13. Prescribe minimum course of study and competency requirements
4 for the graduation of pupils from high school. The state board of
5 education shall prepare a fiscal impact statement of any proposed changes
6 to the minimum course of study or competency requirements and, on
7 completion, shall send a copy to the director of the joint legislative
8 budget committee and the executive director of the school facilities
9 board. The state board of education shall not adopt any changes in the
10 minimum course of study or competency requirements in effect on July 1,
11 1998 that will have a fiscal impact on school capital costs.

12 14. Supervise and control the certification of persons engaged in
13 instructional work directly as any classroom, laboratory or other teacher
14 or indirectly as a supervisory teacher, speech therapist, principal or
15 superintendent in a school district, including school district preschool
16 programs, or any other educational institution below the community
17 college, college or university level, and prescribe rules for
18 certification, including rules for certification of teachers who have
19 teaching experience and who are trained in other states, that are not
20 unnecessarily restrictive and are substantially similar to the rules
21 prescribed for the certification of teachers trained in this state. The
22 rules:

23 (a) Shall allow a variety of alternative teacher and administrator
24 preparation programs, with variations in program sequence and design, to
25 apply for program approval. The state board shall adopt rules pursuant to
26 this subdivision designed to allow for a variety of formats and shall not
27 require a prescribed answer or design from the program provider in order
28 to obtain approval from the state board. The state board shall evaluate
29 each program provider based on the program's ability to prepare teachers
30 and administrators and to recruit teachers and administrators with a
31 variety of experiences and talents. The state board shall permit
32 universities under the jurisdiction of the Arizona board of regents,
33 community colleges in this state, private postsecondary institutions
34 licensed by this state, school districts, charter schools and professional
35 organizations to apply for program approval and shall create application
36 procedures and certification criteria that are less restrictive than those
37 for traditional preparation programs. Alternative preparation program
38 graduates shall:

39 (i) Hold a bachelor's degree from an accredited postsecondary
40 education institution.

41 (ii) Demonstrate professional knowledge and subject knowledge
42 proficiency pursuant to section 15-533.

43 (iii) Obtain a fingerprint clearance card pursuant to section
44 15-534.

(iv) Complete training in structured English immersion as prescribed by the state board.

(v) Complete training in research-based systematic phonics instruction as prescribed in subdivision (b) of this paragraph.

(vi) Demonstrate the required proficiency in the Constitutions of the United States and Arizona as prescribed in section 15-532.

(b) Shall require applicants for all certificates for common school instruction to complete a minimum of forty-five classroom hours or three college level credit hours, or the equivalent, of training in research-based systematic phonics instruction from a public or private provider.

(c) Shall not require a teacher to obtain a master's degree or to take any additional graduate courses as a condition of certification or recertification.

(d) Shall allow a general equivalency diploma to be substituted for a high school diploma in the certification of emergency substitute teachers.

(e) Shall allow but shall not require the superintendent of a school district to obtain certification from the state board of education.

(f) Shall provide for the issuance of a specialized teaching certificate to classroom teachers with expertise in either science, technology, engineering or mathematics. Teachers who are certified pursuant to this subdivision shall complete training in structured English immersion as prescribed by the state board. Teachers who are certified pursuant to this subdivision are exempt from the professional knowledge and subject knowledge proficiency requirements prescribed in section 15-533 and from the proficiency requirements prescribed in section 15-532 on the Constitutions of the United States and Arizona. A teacher who obtains a specialized teaching certificate pursuant to this subdivision may provide instruction in the teacher's field of expertise in grades six through twelve at any public school in this state. This subdivision does not require a teacher who has obtained another type of teaching certificate from the state board to obtain a specialized teaching certificate pursuant to this subdivision in order to provide instruction in grades six through twelve in a science, technology, engineering or mathematics course. A classroom teacher is eligible for a specialized teaching certificate pursuant to this subdivision if the teacher meets all of the following requirements:

(i) Has taught science, technology, engineering or mathematics courses for the last two consecutive years and for a total of at least three years at one or more regionally or nationally accredited public or private postsecondary institutions. An applicant shall demonstrate compliance with this requirement by providing the state board with written proof of employment for specific durations from one or more qualifying postsecondary institutions.

(ii) Has either a baccalaureate degree, a master's degree or a ~~doctorate~~ DOCTORAL degree in an academic subject that is specific to science, technology, engineering or mathematics or has obtained a passing score on a statewide educator assessment in science, technology, engineering or mathematics that is recognized by the state board.

(iii) Obtains a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, article 3.1.

(g) Notwithstanding section 15-533, may exempt persons applying for a secondary education certificate from the subject knowledge portion of the proficiency examination if the state board determines that the person has work experience in science, technology, engineering or mathematics and can demonstrate adequate knowledge of a particular subject through a postsecondary education degree or twenty-four credit hours of relevant coursework.

(h) Shall allow for a standard certificate issued to a person pursuant to this section to be renewed for at least eight years and may not require more than fifteen hours of continuing education credits each year in order to renew any certificate issued pursuant to this section.

15. Adopt a list of approved tests for determining special education assistance to gifted pupils as defined in and as provided in chapter 7, article 4.1 of this title. The adopted tests shall provide separate scores for quantitative reasoning, verbal reasoning and nonverbal reasoning and shall be capable of providing reliable and valid scores at the highest ranges of the score distribution.

16. Adopt rules governing the methods for the administration of all proficiency examinations.

17. Adopt proficiency examinations for its use. The state board of education shall determine the passing score for the proficiency examinations.

18. Include within its budget the cost of contracting for the purchase, distribution and scoring of the examinations as provided in paragraphs 16 and 17 of this subsection.

19. Supervise and control the qualifications of professional nonteaching school personnel and prescribe standards relating to qualifications. The standards shall not require the business manager of a school district to obtain certification from the state board of education.

20. Impose such disciplinary action, including the issuance of a letter of censure, suspension, suspension with conditions or revocation of a certificate, on a finding of immoral or unprofessional conduct.

21. Establish an assessment, data gathering and reporting system for pupil performance as prescribed in chapter 7, article 3 of this title.

22. Adopt a rule to promote braille literacy pursuant to section 15-214.

23. Adopt rules prescribing procedures for the investigation by the department of education of every written complaint alleging that a certificated person has engaged in immoral conduct.

24. For purposes of federal law, serve as the state board for vocational and technological education and meet at least four times each year solely to execute the powers and duties of the state board for vocational and technological education.

25. Develop and maintain a handbook for use in the schools of this state that provides guidance for the teaching of moral, civic and ethical education. The handbook shall promote existing curriculum frameworks and shall encourage school districts to recognize moral, civic and ethical values within instructional and programmatic educational development programs for the general purpose of instilling character and ethical principles in pupils in kindergarten programs and grades one through twelve.

26. Require pupils to recite the following passage from the declaration of independence for pupils in grades four through six at the commencement of the first class of the day in the schools, except that a pupil shall not be required to participate if the pupil or the pupil's parent or guardian objects:

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed. . . .

27. Adopt rules that provide for educator certification reciprocity. The rules for issuance of a comparable reciprocal educator certificate shall include a requirement that the applicant possess a comparable valid certification from another state that included passing that state's subject knowledge and professional exams and be in good standing with that other state. An applicant who possesses a valid certification from another state and a fingerprint clearance card pursuant to section 15-534 and who is in good standing with that other state shall be issued a standard teaching certificate without any other requirements from the state board of education or the department of education. A person who is issued a certificate pursuant to this paragraph is not required to meet any requirement prescribed in section 15-533.

28. Adopt rules that provide for the presentation of an honorary high school diploma to a person who has never obtained a high school diploma and who meets both of the following requirements:

(a) Currently resides in this state.

(b) Provides documented evidence from the department of veterans' services that the person enlisted in the armed forces of the United States

1 and served in World War I, World War II, the Korean conflict or the
2 Vietnam conflict.

3 29. Cooperate with the Arizona-Mexico commission in the governor's
4 office and with researchers at universities in this state to collect data
5 and conduct projects in the United States and Mexico on issues that are
6 within the scope of the duties of the department of education and that
7 relate to quality of life, trade and economic development in this state in
8 a manner that will help the Arizona-Mexico commission to assess and
9 enhance the economic competitiveness of this state and of the
10 Arizona-Mexico region.

11 30. Adopt rules to define and provide guidance to schools as to the
12 activities that would constitute immoral or unprofessional conduct of
13 certificated persons.

14 31. Adopt guidelines to encourage pupils in grades nine, ten,
15 eleven and twelve to volunteer for twenty hours of community service
16 before graduation from high school. A school district that complies with
17 the guidelines adopted pursuant to this paragraph is not liable for
18 damages resulting from a pupil's participation in community service unless
19 the school district is found to have demonstrated wanton or reckless
20 disregard for the safety of the pupil and other participants in community
21 service. For the purposes of this paragraph, "community service" may
22 include service learning. The guidelines shall include the following:

23 (a) A list of the general categories in which community service may
24 be performed.

25 (b) A description of the methods by which community service will be
26 monitored.

27 (c) A consideration of risk assessment for community service
28 projects.

29 (d) Orientation and notification procedures of community service
30 opportunities for pupils entering grade nine, including the development of
31 a notification form. The notification form shall be signed by the pupil
32 and the pupil's parent or guardian, except that a pupil shall not be
33 required to participate in community service if the parent or guardian
34 notifies the principal of the pupil's school in writing that the parent or
35 guardian does not wish the pupil to participate in community service.

36 (e) Procedures for a pupil in grade nine to prepare a written
37 proposal that outlines the type of community service that the pupil would
38 like to perform and the goals that the pupil hopes to achieve as a result
39 of community service. The pupil's written proposal shall be reviewed by a
40 faculty advisor, a guidance counselor or any other school employee who is
41 designated as the community service program coordinator for that school.
42 The pupil may alter the written proposal at any time before performing
43 community service.

44 (f) Procedures for a faculty advisor, a guidance counselor or any
45 other school employee who is designated as the community service program

1 coordinator to evaluate and certify the completion of community service
2 performed by pupils.

3 32. To facilitate the transfer of military personnel and their
4 dependents to and from the public schools of this state, pursue, in
5 cooperation with the Arizona board of regents, reciprocity agreements with
6 other states concerning the transfer credits for military personnel and
7 their dependents. A reciprocity agreement entered into pursuant to this
8 paragraph shall:

9 (a) Address procedures for each of the following:

10 (i) The transfer of student records.

11 (ii) Awarding credit for completed coursework.

12 (iii) Permitting a student to satisfy the graduation requirements
13 prescribed in section 15-701.01 through the successful performance on
14 comparable exit-level assessment instruments administered in another
15 state.

16 (b) Include appropriate criteria developed by the state board of
17 education and the Arizona board of regents.

18 33. Adopt guidelines that school district governing boards shall
19 use in identifying pupils who are eligible for gifted programs and in
20 providing gifted education programs and services. The state board of
21 education shall adopt any other guidelines and rules that it deems
22 necessary in order to carry out the purposes of chapter 7, article 4.1 of
23 this title.

24 34. For each of the alternative textbook formats of human-voiced
25 audio, large-print and braille, designate alternative media producers to
26 adapt existing standard print textbooks or to provide specialized
27 textbooks, or both, for pupils with disabilities in this state. Each
28 alternative media producer shall be capable of producing alternative
29 textbooks in all relevant subjects in at least one of the alternative
30 textbook formats. The board shall post the designated list of alternative
31 media producers on its website.

32 35. Adopt a list of approved professional development training
33 providers for use by school districts as provided in section 15-107,
34 subsection J. The professional development training providers shall meet
35 the training curriculum requirements determined by the state board of
36 education in at least the areas of school finance, governance, employment,
37 staffing, inventory and human resources, internal controls and
38 procurement.

39 36. Adopt rules to prohibit a person who violates the notification
40 requirements prescribed in section 15-183, subsection C, paragraph 8 or
41 section 15-550, subsection C from certification pursuant to this title
42 until the person is no longer charged or is acquitted of any offenses
43 listed in section 41-1758.03, subsection B. The board shall also adopt
44 rules to prohibit a person who violates the notification requirements,
45 certification surrender requirements or fingerprint clearance card

1 surrender requirements prescribed in section 15-183, subsection C,
2 paragraph 9 or section 15-550, subsection D from certification pursuant to
3 this title for at least ten years after the date of the violation.

4 37. Adopt rules for the alternative certification of teachers of
5 nontraditional foreign languages that allow for the passing of a
6 nationally accredited test to substitute for the education coursework
7 required for certification.

8 38. Adopt and maintain a model framework for a teacher and
9 principal evaluation instrument that includes quantitative data on student
10 academic progress that accounts for between thirty-three percent and fifty
11 percent of the evaluation outcomes. The framework shall include four
12 performance classifications, designated as highly effective, effective,
13 developing and ineffective, and guidelines for school districts and
14 charter schools to use in their evaluation instruments. The state board
15 of education shall adopt best practices for professional development and
16 evaluator training. The state board of education may periodically make
17 adjustments to align the model framework for teacher and principal
18 evaluations with assessment or data changes at the state level. School
19 districts and charter schools shall use an instrument that meets the data
20 requirements established by the state board of education to annually
21 evaluate individual teachers and principals. School districts and charter
22 schools shall adopt definitions for the performance classifications
23 adopted by the state board of education in a public meeting and apply the
24 performance classifications to their evaluation instruments in a manner
25 designed to improve principal and teacher performance. For charter
26 holders, the principal evaluation instrument applies to each charter
27 school's instructional leader whose primary responsibility is to oversee
28 the academic performance of the charter school. This paragraph does not
29 apply to an officer, director, member or partner of the charter
30 holder. The school district governing board shall discuss at a public
31 meeting at least annually its aggregate performance classifications of
32 principals and teachers.

33 39. Adopt rules to define competency-based educational pathways for
34 college and career readiness that may be used by schools. The rules shall
35 include the following components:

36 (a) The establishment of learning outcomes that will be expected
37 for students in a particular subject.

38 (b) A process and criteria by which assessments may be identified
39 or established to determine if students have reached the desired
40 competencies in a particular subject.

41 (c) A mechanism to allow pupils in grades seven through twelve who
42 have demonstrated competency in a subject to immediately obtain credit for
43 the mastery of that subject. The rules shall include a list of applicable
44 subjects, including the level of competency required for each subject.

1 40. In consultation with the department of health services, the
2 department of education, medical professionals, school health
3 professionals, school administrators and an organization that represents
4 school nurses in this state, adopt rules that prescribe the following for
5 school districts and charter schools:

6 (a) Annual training in the administration of auto-injectable
7 epinephrine, as directed on the prescription protocol, for designated
8 medical and nonmedical school personnel. The annual training prescribed
9 in this subdivision is optional during any fiscal year in which sufficient
10 monies are not appropriated by the legislature during that fiscal year to
11 provide for the purchase of two juvenile doses and two adult doses of
12 epinephrine auto-injectors at each public school in this state and if the
13 school does not stock two juvenile doses and two adult doses of
14 epinephrine auto-injectors at the school during that fiscal year.

15 (b) Annual training for all school site personnel on the
16 recognition of anaphylactic shock symptoms and the procedures to follow
17 when anaphylactic shock occurs, following the national guidelines of the
18 American academy of pediatrics. The annual training prescribed in this
19 subdivision is optional during any fiscal year in which sufficient monies
20 are not appropriated by the legislature during that fiscal year to provide
21 for the purchase of two juvenile doses and two adult doses of epinephrine
22 auto-injectors at each public school in this state and if the school does
23 not stock two juvenile doses and two adult doses of epinephrine
24 auto-injectors at the school during that fiscal year.

25 (c) Procedures for the administration of epinephrine auto-injectors
26 in emergency situations, as directed on the prescription protocol.

27 (d) Procedures for annually requesting a standing order for
28 epinephrine auto-injectors pursuant to section 15-157 from the chief
29 medical officer of the department of health services, the chief medical
30 officer of a county health department, a doctor of medicine licensed
31 pursuant to title 32, chapter 13 or a doctor of osteopathy licensed
32 pursuant to title 32, chapter 17.

33 (e) Procedures for reporting the use of epinephrine auto-injectors
34 to the department of health services.

35 41. IN CONSULTATION WITH THE DEPARTMENT OF HEALTH SERVICES, THE
36 DEPARTMENT OF EDUCATION, MEDICAL PROFESSIONALS, SCHOOL HEALTH
37 PROFESSIONALS, SCHOOL ADMINISTRATORS AND AN ORGANIZATION THAT REPRESENTS
38 SCHOOL NURSES IN THIS STATE, ADOPT RULES THAT PRESCRIBE THE FOLLOWING FOR
39 SCHOOL DISTRICTS AND CHARTER SCHOOLS:

40 (a) ANNUAL TRAINING IN THE ADMINISTRATION OF INHALERS, AS DIRECTED
41 ON THE PRESCRIPTION PROTOCOL, FOR DESIGNATED MEDICAL AND NONMEDICAL SCHOOL
42 PERSONNEL. THE ANNUAL TRAINING PRESCRIBED IN THIS SUBDIVISION IS OPTIONAL
43 DURING ANY FISCAL YEAR IN WHICH SUFFICIENT MONIES ARE NOT APPROPRIATED BY
44 THE LEGISLATURE DURING THAT FISCAL YEAR TO PROVIDE FOR THE PURCHASE OF ONE

1 INHALER AT EACH PUBLIC SCHOOL IN THIS STATE AND IF THE SCHOOL DOES NOT
2 STOCK ONE INHALER AT THE SCHOOL DURING THAT FISCAL YEAR.

3 (b) ANNUAL TRAINING FOR ALL SCHOOL SITE PERSONNEL ON THE
4 RECOGNITION OF RESPIRATORY DISTRESS SYMPTOMS AND THE PROCEDURES TO FOLLOW
5 WHEN RESPIRATORY DISTRESS OCCURS, FOLLOWING THE NATIONAL GUIDELINES OF THE
6 AMERICAN ACADEMY OF PEDIATRICS. THE ANNUAL TRAINING PRESCRIBED IN THIS
7 SUBDIVISION IS OPTIONAL DURING ANY FISCAL YEAR IN WHICH SUFFICIENT MONIES
8 ARE NOT APPROPRIATED BY THE LEGISLATURE DURING THAT FISCAL YEAR TO PROVIDE
9 FOR THE PURCHASE OF ONE INHALER AT EACH PUBLIC SCHOOL IN THIS STATE AND IF
10 THE SCHOOL DOES NOT STOCK ONE INHALER AT THE SCHOOL DURING THAT FISCAL
11 YEAR.

12 (c) PROCEDURES FOR THE ADMINISTRATION OF INHALERS IN EMERGENCY
13 SITUATIONS, AS DIRECTED ON THE PRESCRIPTION PROTOCOL.

14 (d) PROCEDURES FOR ANNUALLY REQUESTING A STANDING ORDER FOR
15 INHALERS PURSUANT TO SECTION 15-158 FROM THE CHIEF MEDICAL OFFICER OF THE
16 DEPARTMENT OF HEALTH SERVICES, THE CHIEF MEDICAL OFFICER OF A COUNTY
17 HEALTH DEPARTMENT OR A PHYSICIAN LICENSED PURSUANT TO TITLE 32, CHAPTER 13
18 OR 17.

19 (e) PROCEDURES FOR REPORTING THE USE OF INHALERS TO THE DEPARTMENT
20 OF HEALTH SERVICES.

21 B. The state board of education may:

22 1. Contract.

23 2. Sue and be sued.

24 3. Distribute and score the tests prescribed in chapter 7, article
25 3 of this title.

26 4. Provide for an advisory committee to conduct hearings and
27 screenings to determine whether grounds exist to impose disciplinary
28 action against a certificated person, whether grounds exist to reinstate a
29 revoked or surrendered certificate and whether grounds exist to approve or
30 deny an initial application for certification or a request for renewal of
31 a certificate. The board may delegate its responsibility to conduct
32 hearings and screenings to its advisory committee. Hearings shall be
33 conducted pursuant to title 41, chapter 6, article 6.

34 5. Proceed with the disposal of any complaint requesting
35 disciplinary action or with any disciplinary action against a person
36 holding a certificate as prescribed in subsection A, paragraph 14 of this
37 section after the suspension or expiration of the certificate or surrender
38 of the certificate by the holder.

39 6. Assess costs and reasonable attorney fees against a person who
40 files a frivolous complaint or who files a complaint in bad faith. Costs
41 assessed pursuant to this paragraph shall not exceed the expenses incurred
42 by the department of education in the investigation of the complaint.

43 C. Placement decisions of teaching intern certificate holders
44 issued pursuant to subsection A, paragraph 14, subdivision (a) of this
45 section and section 15-552 shall be based on agreements between the

1 teacher preparation provider, the provider's partner organizations and the
 2 local education agency. The practices of the department of education and
 3 the rules and policies of the state board of education may not restrict
 4 placement of teaching intern certification holders based on local
 5 education agency instructional models and may only consider the academic
 6 quality of the school, the effectiveness of the teaching intern
 7 certification holder's on-site mentor and the opportunity for a wide
 8 variety of schools and school models to access teaching intern
 9 certification holders.

10 Sec. 4. Section 15-341, Arizona Revised Statutes, is amended to
 11 read:

12 15-341. General powers and duties; immunity; delegation

13 A. The governing board shall:

14 1. Prescribe and enforce policies and procedures for the governance
 15 of the schools, not inconsistent with law or rules prescribed by the state
 16 board of education.

17 2. Exclude from schools all books, publications, papers or
 18 audiovisual materials of a sectarian, partisan or denominational
 19 character. This paragraph shall not be construed to prohibit the elective
 20 course permitted by section 15-717.01.

21 3. Manage and control the school property within its district.

22 4. Acquire school furniture, apparatus, equipment, library books
 23 and supplies for the use of the schools.

24 5. Prescribe the curricula and criteria for the promotion and
 25 graduation of pupils as provided in sections 15-701 and 15-701.01.

26 6. Furnish, repair and insure, at full insurable value, the school
 27 property of the district.

28 7. Construct school buildings on approval by a vote of the district
 29 electors.

30 8. Make in the name of the district conveyances of property
 31 belonging to the district and sold by the board.

32 9. Purchase school sites when authorized by a vote of the district
 33 at an election conducted as nearly as practicable in the same manner as
 34 the election provided in section 15-481 and held on a date prescribed in
 35 section 15-491, subsection E, but such authorization shall not necessarily
 36 specify the site to be purchased and such authorization shall not be
 37 necessary to exchange unimproved property as provided in section 15-342,
 38 paragraph 23.

39 10. Construct, improve and furnish buildings used for school
 40 purposes when such buildings or premises are leased from the national park
 41 service.

42 11. Purchase school sites or construct, improve and furnish school
 43 buildings from the proceeds of the sale of school property only on
 44 approval by a vote of the district electors.

12. Hold pupils to strict account for disorderly conduct on school property.

13. Discipline students for disorderly conduct on the way to and from school.

14. Except as provided in section 15-1224, deposit all monies received by the district as gifts, grants and devises with the county treasurer who shall credit the deposits as designated in the uniform system of financial records. If not inconsistent with the terms of the gifts, grants and devises given, any balance remaining after expenditures for the intended purpose of the monies have been made shall be used for reduction of school district taxes for the budget year, except that in the case of accommodation schools the county treasurer shall carry the balance forward for use by the county school superintendent for accommodation schools for the budget year.

15. Provide that, if a parent or legal guardian chooses not to accept a decision of the teacher as provided in ~~section~~ paragraph 42 43 of this subsection, the parent or legal guardian may request in writing that the governing board review the teacher's decision. This paragraph shall not be construed to release school districts from any liability relating to a child's promotion or retention.

16. Provide for adequate supervision over pupils in instructional and noninstructional activities by certificated or noncertificated personnel.

17. Use school monies received from the state and county school apportionment exclusively for payment of salaries of teachers and other employees and contingent expenses of the district.

18. Make an annual report to the county school superintendent on or before October 1 in the manner and form and on the blanks prescribed by the superintendent of public instruction or county school superintendent. The board shall also make reports directly to the county school superintendent or the superintendent of public instruction whenever required.

19. Deposit all monies received by school districts other than student activities monies or monies from auxiliary operations as provided in sections 15-1125 and 15-1126 with the county treasurer to the credit of the school district except as provided in paragraph 20 of this subsection and sections 15-1223 and 15-1224, and the board shall expend the monies as provided by law for other school funds.

20. Establish bank accounts in which the board during a month may deposit miscellaneous monies received directly by the district. The board shall remit monies deposited in the bank accounts at least monthly to the county treasurer for deposit as provided in paragraph 19 of this subsection and in accordance with the uniform system of financial records.

21. Prescribe and enforce policies and procedures for disciplinary action against a teacher who engages in conduct that is a violation of the

1 policies of the governing board but that is not cause for dismissal of the
 2 teacher or for revocation of the certificate of the teacher. Disciplinary
 3 action may include suspension without pay for a period of time not to
 4 exceed ten school days. Disciplinary action shall not include suspension
 5 with pay or suspension without pay for a period of time longer than ten
 6 school days. The procedures shall include notice, hearing and appeal
 7 provisions for violations that are cause for disciplinary action. The
 8 governing board may designate a person or persons to act on behalf of the
 9 board on these matters.

10 22. Prescribe and enforce policies and procedures for disciplinary
 11 action against an administrator who engages in conduct that is a violation
 12 of the policies of the governing board regarding duties of administrators
 13 but that is not cause for dismissal of the administrator or for revocation
 14 of the certificate of the administrator. Disciplinary action may include
 15 suspension without pay for a period of time not to exceed ten school days.
 16 Disciplinary action shall not include suspension with pay or suspension
 17 without pay for a period of time longer than ten school days. The
 18 procedures shall include notice, hearing and appeal provisions for
 19 violations that are cause for disciplinary action. The governing board
 20 may designate a person or persons to act on behalf of the board on these
 21 matters. For violations that are cause for dismissal, the provisions of
 22 notice, hearing and appeal in chapter 5, article 3 of this title shall
 23 apply. The filing of a timely request for a hearing suspends the
 24 imposition of a suspension without pay or a dismissal pending completion
 25 of the hearing.

26 23. Notwithstanding sections 13-3108 and 13-3120, prescribe and
 27 enforce policies and procedures that prohibit a person from carrying or
 28 possessing a weapon on school grounds unless the person is a peace officer
 29 or has obtained specific authorization from the school administrator.

30 24. Prescribe and enforce policies and procedures relating to the
 31 health and safety of all pupils participating in district sponsored
 32 practice sessions or games or other interscholastic athletic activities,
 33 including:

34 (a) The provision of water.

35 (b) Guidelines, information and forms, developed in consultation
 36 with a statewide private entity that supervises interscholastic
 37 activities, to inform and educate coaches, pupils and parents of the
 38 dangers of concussions and head injuries and the risks of continued
 39 participation in athletic activity after a concussion. The policies and
 40 procedures shall require that, before a pupil participates in an athletic
 41 activity, the pupil and the pupil's parent must sign an information form
 42 at least once each school year that states that the parent is aware of the
 43 nature and risk of concussion. The policies and procedures shall require
 44 that a pupil who is suspected of sustaining a concussion in a practice
 45 session, game or other interscholastic athletic activity be immediately

1 removed from the athletic activity. A coach from the pupil's team or an
2 official or a licensed health care provider may remove a pupil from
3 play. A team parent may also remove the parent's own child from play. A
4 pupil may return to play on the same day if a health care provider rules
5 out a suspected concussion at the time the pupil is removed from play. On
6 a subsequent day, the pupil may return to play if the pupil has been
7 evaluated by and received written clearance to resume participation in
8 athletic activity from a health care provider who has been trained in the
9 evaluation and management of concussions and head injuries. A health care
10 provider who is a volunteer and who provides clearance to participate in
11 athletic activity on the day of the suspected injury or on a subsequent
12 day is immune from civil liability with respect to all decisions made and
13 actions taken that are based on good faith implementation of the
14 requirements of this subdivision, except in cases of gross negligence or
15 wanton or wilful neglect. A school district, school district employee,
16 team coach, official or team volunteer or a parent or guardian of a team
17 member is not subject to civil liability for any act, omission or policy
18 undertaken in good faith to comply with the requirements of this
19 subdivision or for a decision made or an action taken by a health care
20 provider. A group or organization that uses property or facilities owned
21 or operated by a school district for athletic activities shall comply with
22 the requirements of this subdivision. A school district and its employees
23 and volunteers are not subject to civil liability for any other person or
24 organization's failure or alleged failure to comply with the requirements
25 of this subdivision. This subdivision does not apply to teams that are
26 based in another state and that participate in an athletic activity in
27 this state. For the purposes of this subdivision, athletic activity does
28 not include dance, rhythmic gymnastics, competitions or exhibitions of
29 academic skills or knowledge or other similar forms of physical noncontact
30 activities, civic activities or academic activities, whether engaged in
31 for the purposes of competition or recreation. For the purposes of this
32 subdivision, "health care provider" means a physician who is licensed
33 pursuant to title 32, chapter 13 or 17, an athletic trainer who is
34 licensed pursuant to title 32, chapter 41, a nurse practitioner who is
35 licensed pursuant to title 32, chapter 15, and a physician assistant who
36 is licensed pursuant to title 32, chapter 25.

37 25. Establish an assessment, data gathering and reporting system as
38 prescribed in chapter 7, article 3 of this title.

39 26. Provide special education programs and related services
40 pursuant to section 15-764, subsection A to all children with disabilities
41 as defined in section 15-761.

42 27. Administer competency tests prescribed by the state board of
43 education for the graduation of pupils from high school.

44 28. Ensure that insurance coverage is secured for all construction
45 projects for purposes of general liability, property damage and workers'

1 compensation and secure performance and payment bonds for all construction
2 projects.

3 29. Keep in the personnel file of all current and former employees
4 who provide instruction to pupils at a school information about the
5 employee's educational and teaching background and experience in a
6 particular academic content subject area. A school district shall inform
7 parents and guardians of the availability of the information and shall
8 make the information available for inspection on request of parents and
9 guardians of pupils enrolled at a school. This paragraph shall not be
10 construed to require any school to release personally identifiable
11 information in relation to any teacher or employee, including the
12 teacher's or employee's address, salary, social security number or
13 telephone number.

14 30. Report to local law enforcement agencies any suspected crime
15 against a person or property that is a serious offense as defined in
16 section 13-706 or that involves a deadly weapon or dangerous instrument or
17 serious physical injury and any conduct that poses a threat of death or
18 serious physical injury to employees, students or anyone on the property
19 of the school. This paragraph does not limit or preclude the reporting by
20 a school district or an employee of a school district of suspected crimes
21 other than those required to be reported by this paragraph. For the
22 purposes of this paragraph, "dangerous instrument", "deadly weapon" and
23 "serious physical injury" have the same meanings prescribed in section
24 13-105.

25 31. In conjunction with local law enforcement agencies and
26 emergency response agencies, develop an emergency response plan for each
27 school in the school district in accordance with minimum standards
28 developed jointly by the department of education and the division of
29 emergency management within the department of emergency and military
30 affairs.

31 32. Provide written notice to the parents or guardians of all
32 students enrolled in the school district at least ten days prior to a
33 public meeting to discuss closing a school within the school
34 district. The notice shall include the reasons for the proposed closure
35 and the time and place of the meeting. The governing board shall fix a
36 time for a public meeting on the proposed closure no less than ten days
37 before voting in a public meeting to close the school. The school
38 district governing board shall give notice of the time and place of the
39 meeting. At the time and place designated in the notice, the school
40 district governing board shall hear reasons for or against closing the
41 school. The school district governing board is exempt from this paragraph
42 if it is determined by the governing board that the school shall be closed
43 because it poses a danger to the health or safety of the pupils or
44 employees of the school. A governing board may consult with the school
45 facilities board for technical assistance and for information on the

1 impact of closing a school. The information provided from the school
 2 facilities board shall not require the governing board to take or not take
 3 any action.

4 33. Incorporate instruction on Native American history into
 5 appropriate existing curricula.

6 34. Prescribe and enforce policies and procedures:

7 (a) Allowing pupils who have been diagnosed with anaphylaxis by a
 8 health care provider licensed pursuant to title 32, chapter 13, 14, 17 or
 9 25 or by a registered nurse practitioner licensed and certified pursuant
 10 to title 32, chapter 15 to carry and self-administer emergency
 11 medications, including epinephrine auto-injectors, while at school and at
 12 school-sponsored activities. The pupil's name on the prescription label
 13 on the medication container or on the medication device and annual written
 14 documentation from the pupil's parent or guardian to the school that
 15 authorizes possession and self-administration is sufficient proof that the
 16 pupil is entitled to the possession and self-administration of the
 17 medication. The policies shall require a pupil who uses an epinephrine
 18 auto-injector while at school and at school-sponsored activities to notify
 19 the nurse or the designated school staff person of the use of the
 20 medication as soon as practicable. A school district and its employees
 21 are immune from civil liability with respect to all decisions made and
 22 actions taken that are based on good faith implementation of the
 23 requirements of this subdivision, except in cases of wanton or wilful
 24 neglect.

25 (b) For the emergency administration of epinephrine auto-injectors
 26 by a trained employee of a school district pursuant to section 15-157.

27 35. Allow the possession and self-administration of prescription
 28 medication for breathing disorders in handheld inhaler devices by pupils
 29 who have been prescribed that medication by a health care professional
 30 licensed pursuant to title 32. The pupil's name on the prescription label
 31 on the medication container or on the handheld inhaler device and annual
 32 written documentation from the pupil's parent or guardian to the school
 33 that authorizes possession and self-administration shall be sufficient
 34 proof that the pupil is entitled to the possession and self-administration
 35 of the medication. A school district and its employees are immune from
 36 civil liability with respect to all decisions made and actions taken that
 37 are based on a good faith implementation of the requirements of this
 38 paragraph.

39 36. PRESCRIBE AND ENFORCE POLICIES AND PROCEDURES FOR THE EMERGENCY
 40 ADMINISTRATION OF AN INHALER BY A TRAINED EMPLOYEE OF A SCHOOL DISTRICT
 41 PURSUANT TO SECTION 15-158.

42 ~~36-~~ 37. Prescribe and enforce policies and procedures to prohibit
 43 pupils from harassing, intimidating and bullying other pupils on school
 44 grounds, on school property, on school buses, at school bus stops, at
 45 school-sponsored events and activities and through the use of electronic

1 technology or electronic communication on school computers, networks,
2 forums and mailing lists that include the following components:

3 (a) A procedure for pupils, parents and school district employees
4 to confidentially report to school officials incidents of harassment,
5 intimidation or bullying. The school shall make available written forms
6 designed to provide a full and detailed description of the incident and
7 any other relevant information about the incident.

8 (b) A requirement that school district employees report in writing
9 suspected incidents of harassment, intimidation or bullying to the
10 appropriate school official and a description of appropriate disciplinary
11 procedures for employees who fail to report suspected incidents that are
12 known to the employee.

13 (c) A requirement that, at the beginning of each school year,
14 school officials provide all pupils with a written copy of the rights,
15 protections and support services available to a pupil who is an alleged
16 victim of an incident reported pursuant to this paragraph.

17 (d) If an incident is reported pursuant to this paragraph, a
18 requirement that school officials provide a pupil who is an alleged victim
19 of the incident with a written copy of the rights, protections and support
20 services available to that pupil.

21 (e) A formal process for the documentation of reported incidents of
22 harassment, intimidation or bullying and for the confidentiality,
23 maintenance and disposition of this documentation. School districts shall
24 maintain documentation of all incidents reported pursuant to this
25 paragraph for at least six years. The school shall not use that
26 documentation to impose disciplinary action unless the appropriate school
27 official has investigated and determined that the reported incidents of
28 harassment, intimidation or bullying occurred. If a school provides
29 documentation of reported incidents to persons other than school officials
30 or law enforcement, all individually identifiable information shall be
31 redacted.

32 (f) A formal process for the investigation by the appropriate
33 school officials of suspected incidents of harassment, intimidation or
34 bullying, including procedures for notifying the alleged victim on
35 completion and disposition of the investigation.

36 (g) Disciplinary procedures for pupils who have admitted or been
37 found to have committed incidents of harassment, intimidation or bullying.

38 (h) A procedure that sets forth consequences for submitting false
39 reports of incidents of harassment, intimidation or bullying.

40 (i) Procedures designed to protect the health and safety of pupils
41 who are physically harmed as the result of incidents of harassment,
42 intimidation and bullying, including, if appropriate, procedures to
43 contact emergency medical services or law enforcement agencies, or both.

44 (j) Definitions of harassment, intimidation and bullying.

~~37.~~ 38. Prescribe and enforce policies and procedures regarding changing or adopting attendance boundaries that include the following components:

(a) A procedure for holding public meetings to discuss attendance boundary changes or adoptions that allows public comments.

(b) A procedure to notify the parents or guardians of the students affected.

(c) A procedure to notify the residents of the households affected by the attendance boundary changes.

(d) A process for placing public meeting notices and proposed maps on the school district's website for public review, if the school district maintains a website.

(e) A formal process for presenting the attendance boundaries of the affected area in public meetings that allows public comments.

(f) A formal process for notifying the residents and parents or guardians of the affected area as to the decision of the governing board on the school district's website, if the school district maintains a website.

(g) A formal process for updating attendance boundaries on the school district's website within ninety days of an adopted boundary change. The school district shall send a direct link to the school district's attendance boundaries website to the department of real estate.

~~38.~~ 39. If the state board of education determines that the school district has committed an overexpenditure as defined in section 15-107, provide a copy of the fiscal management report submitted pursuant to section 15-107, subsection H on its website and make copies available to the public on request. The school district shall comply with a request within five business days after receipt.

~~39.~~ 40. Ensure that the contract for the superintendent is structured in a manner in which up to twenty percent of the total annual salary included for the superintendent in the contract is classified as performance pay. This paragraph shall not be construed to require school districts to increase total compensation for superintendents. Unless the school district governing board votes to implement an alternative procedure at a public meeting called for this purpose, the performance pay portion of the superintendent's total annual compensation shall be determined as follows:

(a) Twenty-five percent of the performance pay shall be determined based on the percentage of academic gain determined by the department of education of pupils who are enrolled in the school district compared to the academic gain achieved by the highest ranking of the fifty largest school districts in this state. For the purposes of this subdivision, the department of education shall determine academic gain by the academic growth achieved by each pupil who has been enrolled at the same school in a school district for at least five consecutive months measured against

1 that pupil's academic results in the 2008-2009 school year. For the
 2 purposes of this subdivision, of the fifty largest school districts in
 3 this state, the school district with pupils who demonstrate the highest
 4 statewide percentage of overall academic gain measured against academic
 5 results for the 2008-2009 school year shall be assigned a score of 100 and
 6 the school district with pupils who demonstrate the lowest statewide
 7 percentage of overall academic gain measured against academic results for
 8 the 2008-2009 school year shall be assigned a score of 0.

9 (b) Twenty-five percent of the performance pay shall be determined
 10 by the percentage of parents of pupils who are enrolled at the school
 11 district who assign a letter grade of "A" to the school on a survey of
 12 parental satisfaction with the school district. The parental satisfaction
 13 survey shall be administered and scored by an independent entity that is
 14 selected by the governing board and that demonstrates sufficient expertise
 15 and experience to accurately measure the results of the survey. The
 16 parental satisfaction survey shall use standard random sampling procedures
 17 and provide anonymity and confidentiality to each parent who participates
 18 in the survey. The letter grade scale used on the parental satisfaction
 19 survey shall direct parents to assign one of the following letter grades:

- 20 (i) A letter grade of "A" if the school district is excellent.
- 21 (ii) A letter grade of "B" if the school district is above average.
- 22 (iii) A letter grade of "C" if the school district is average.
- 23 (iv) A letter grade of "D" if the school district is below average.
- 24 (v) A letter grade of "F" if the school district is a failure.

25 (c) Twenty-five percent of the performance pay shall be determined
 26 by the percentage of teachers who are employed at the school district and
 27 who assign a letter grade of "A" to the school on a survey of teacher
 28 satisfaction with the school. The teacher satisfaction survey shall be
 29 administered and scored by an independent entity that is selected by the
 30 governing board and that demonstrates sufficient expertise and experience
 31 to accurately measure the results of the survey. The teacher satisfaction
 32 survey shall use standard random sampling procedures and provide anonymity
 33 and confidentiality to each teacher who participates in the survey. The
 34 letter grade scale used on the teacher satisfaction survey shall direct
 35 teachers to assign one of the following letter grades:

- 36 (i) A letter grade of "A" if the school district is excellent.
- 37 (ii) A letter grade of "B" if the school district is above average.
- 38 (iii) A letter grade of "C" if the school district is average.
- 39 (iv) A letter grade of "D" if the school district is below average.
- 40 (v) A letter grade of "F" if the school district is a failure.

41 (d) Twenty-five percent of the performance pay shall be determined
 42 by other criteria selected by the governing board.

43 ~~40-~~ 41. Maintain and store permanent public records of the school
 44 district as required by law. Notwithstanding section 39-101, the
 45 standards adopted by the Arizona state library, archives and public

1 records for the maintenance and storage of school district public records
 2 shall allow school districts to elect to satisfy the requirements of this
 3 paragraph by maintaining and storing these records either on paper or in
 4 an electronic format, or a combination of a paper and electronic format.

5 ~~41-~~ 42. Adopt in a public meeting and implement ~~by school year~~
 6 ~~2013-2014~~ policies for principal evaluations. Before the adoption of
 7 principal evaluation policies, the school district governing board shall
 8 provide opportunities for public discussion on the proposed policies. The
 9 policies shall describe:

10 (a) The principal evaluation instrument, including the four
 11 performance classifications adopted by the governing board pursuant to
 12 section 15-203, subsection A, paragraph 38.

13 (b) Alignment of professional development opportunities to the
 14 principal evaluations.

15 (c) Incentives for principals in one of the two highest performance
 16 classifications pursuant to section 15-203, subsection A, paragraph 38,
 17 which may include:

18 (i) Multiyear contracts pursuant to section 15-503.

19 (ii) Incentives to work at schools that are assigned a letter grade
 20 of D or F pursuant to section 15-241.

21 (d) Transfer and contract processes for principals designated in
 22 the lowest performance classification pursuant to section 15-203,
 23 subsection A, paragraph 38.

24 ~~42-~~ 43. Prescribe and enforce policies and procedures that define
 25 the duties of principals and teachers. These policies and procedures
 26 shall authorize teachers to take and maintain daily classroom attendance,
 27 make the decision to promote or retain a pupil in a grade in common school
 28 or to pass or fail a pupil in a course in high school, subject to review
 29 by the governing board in the manner provided in section 15-342,
 30 paragraph 11.

31 ~~43-~~ 44. Prescribe and enforce policies and procedures for the
 32 emergency administration by an employee of a school district pursuant to
 33 section 36-2267 of naloxone hydrochloride or any other opioid antagonist
 34 approved by the United States food and drug administration.

35 B. Notwithstanding subsection A, paragraphs 7, 9 and 11 of this
 36 section, the county school superintendent may construct, improve and
 37 furnish school buildings or purchase or sell school sites in the conduct
 38 of an accommodation school.

39 C. If any school district acquires real or personal property,
 40 whether by purchase, exchange, condemnation, gift or otherwise, the
 41 governing board shall pay to the county treasurer any taxes on the
 42 property that were unpaid as of the date of acquisition, including
 43 penalties and interest. The lien for unpaid delinquent taxes, penalties
 44 and interest on property acquired by a school district:

1 1. Is not abated, extinguished, discharged or merged in the title
2 to the property.

3 2. Is enforceable in the same manner as other delinquent tax liens.

4 D. The governing board may not locate a school on property that is
5 less than one-fourth mile from agricultural land regulated pursuant to
6 section 3-365, except that the owner of the agricultural land may agree to
7 comply with the buffer zone requirements of section 3-365. If the owner
8 agrees in writing to comply with the buffer zone requirements and records
9 the agreement in the office of the county recorder as a restrictive
10 covenant running with the title to the land, the school district may
11 locate a school within the affected buffer zone. The agreement may
12 include any stipulations regarding the school, including conditions for
13 future expansion of the school and changes in the operational status of
14 the school that will result in a breach of the agreement.

15 E. A school district, its governing board members, its school
16 council members and its employees are immune from civil liability for the
17 consequences of adoption and implementation of policies and procedures
18 pursuant to subsection A of this section and section 15-342. This waiver
19 does not apply if the school district, its governing board members, its
20 school council members or its employees are guilty of gross negligence or
21 intentional misconduct.

22 F. A governing board may delegate in writing to a superintendent,
23 principal or head teacher the authority to prescribe procedures that are
24 consistent with the governing board's policies.

25 G. Notwithstanding any other provision of this title, a school
26 district governing board shall not take any action that would result in a
27 reduction of pupil square footage unless the governing board notifies the
28 school facilities board established by section 15-2001 of the proposed
29 action and receives written approval from the school facilities board to
30 take the action. A reduction includes an increase in administrative space
31 that results in a reduction of pupil square footage or sale of school
32 sites or buildings, or both. A reduction includes a reconfiguration of
33 grades that results in a reduction of pupil square footage of any grade
34 level. This subsection does not apply to temporary reconfiguration of
35 grades to accommodate new school construction if the temporary
36 reconfiguration does not exceed one year. The sale of equipment that
37 results in a reduction that falls below the equipment requirements
38 prescribed in section 15-2011, subsection B is subject to commensurate
39 withholding of school district district additional assistance monies
40 pursuant to the direction of the school facilities board. Except as
41 provided in section 15-342, paragraph 10, proceeds from the sale of school
42 sites, buildings or other equipment shall be deposited in the school plant
43 fund as provided in section 15-1102.

H. Subsections C through G of this section apply to a county board of supervisors and a county school superintendent when operating and administering an accommodation school.

Sec. 5. Section 15-503, Arizona Revised Statutes, is amended to read:

15-503. Superintendents, principals, head teachers and school psychologists; term of employment; evaluation; contract delivery; nonretention notice

A. The governing board may:

1. Employ a superintendent or principal, or both. If the governing board employs a superintendent, the governing board shall determine the qualifications for the superintendent by action taken at a public meeting. The governing board shall require a superintendent to have a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, article 3.1.

2. Appoint a head teacher.

3. Jointly with another governing board employ a superintendent or a principal, or both. If the governing board jointly employs a superintendent, the governing boards shall jointly determine the qualifications for the superintendent by action taken at a public meeting. The governing boards shall require a superintendent to have a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, article 3.1.

B. The term of employment of superintendents may be for any period not exceeding three years, except that if the superintendent's contract with the school district is for multiple years pursuant to this subsection the school district shall not offer to extend or renegotiate the contract until no earlier than fifteen months before the expiration of the contract. The term of employment of principals may be for any period not exceeding three years pursuant to section 15-341, subsection A, paragraph ~~42~~ 43, except that if the principal's contract with the school district is for multiple years the school district shall not offer to extend or negotiate the contract until May of the year preceding the final year of the contract. The school district governing board or the governing body of the charter school shall communicate the superintendent's or principal's duties with respect to the classroom site fund established by section 15-977.

C. The governing board shall establish systems for the evaluation of the performance of principals that meet the requirements prescribed in section 15-203, subsection A, paragraph 38 and other school administrators and certificated school psychologists in the school district. In the development and adoption of these performance evaluation systems, the governing board shall avail itself of the advice of its administrators and certificated school psychologists. Each evaluation shall include recommendations as to areas of improvement in the performance of the

1 certificated school psychologist if the performance of the certificated
2 school psychologist warrants improvement. After transmittal of an
3 assessment, a board designee shall confer with the certificated school
4 psychologist to make specific recommendations as to areas of improvement
5 in the certificated school psychologist's performance. The board designee
6 shall provide assistance and opportunities for the certificated school
7 psychologist to improve ~~his~~ performance and shall follow up with the
8 certificated school psychologist after a reasonable period of time for the
9 purpose of ascertaining that the certificated school psychologist is
10 demonstrating adequate performance. The evaluation process for
11 certificated school psychologists shall include appeal procedures for
12 certificated school psychologists who disagree with the evaluation of
13 their performance, if the evaluation is for use as criteria for
14 establishing compensation or dismissal.

15 D. On or before May 15 each year, the governing board shall offer a
16 contract for the next school year to each certified administrator and
17 certificated school psychologist who is in the last year of ~~his~~ THAT
18 PERSON'S contract unless, on or before April 15, the governing board, a
19 member of the board acting on behalf of the board or the superintendent of
20 the school district gives notice to the administrator or certificated
21 school psychologist of the board's intention not to offer a new contract.
22 If the governing board has called for an override election for the third
23 Tuesday in May as provided in section 15-481, the governing board shall
24 offer a contract for the next school year to each certified administrator
25 or certificated school psychologist who is in the last year of ~~his~~ THAT
26 PERSON'S contract on or before June 15 unless, no later than five days
27 after the override election excluding Saturday, Sunday and legal holidays,
28 the governing board, a member of the board acting on behalf of the board
29 or the superintendent of the school district gives notice to the
30 administrator or the certificated school psychologist of the board's
31 intention not to offer a new contract. The administrator's or the
32 certificated school psychologist's acceptance of the contract shall be
33 indicated within thirty days from the date of the written contract or the
34 offer is revoked. The administrator or certificated school psychologist
35 accepts the contract by signing the contract and returning it to the
36 governing board or by making a written instrument that accepts the terms
37 of the contract and delivering the written instrument to the governing
38 board.

39 E. Notice of the board's intention not to reemploy the
40 administrator or certificated school psychologist shall be made by
41 delivering the notice personally to the administrator or the certificated
42 school psychologist or by sending the notice by certified mail, postmarked
43 on or before the applicable deadline prescribed in subsection D of this
44 section, and directed to the administrator or the certificated school

1 psychologist at his place of residence as recorded in the school district
2 records.

3 F. The school district governing board shall make available the
4 evaluation and performance classification pursuant to section 15-203,
5 subsection A, paragraph 38 of each principal in the school district to
6 school districts and charter schools that are inquiring about the
7 performance of the principal for hiring purposes.

8 Sec. 6. Title 36, chapter 21.1, article 1, Arizona Revised
9 Statutes, is amended by adding section 36-2229, to read:

10 36-2229. Emergency administration of inhalers; authorized
11 entities; training; immunity; definitions

12 A. A PHYSICIAN WHO IS LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR
13 17 OR A NURSE PRACTITIONER WHO IS LICENSED PURSUANT TO TITLE 32, CHAPTER
14 15 MAY PRESCRIBE INHALERS IN THE NAME OF AN AUTHORIZED ENTITY FOR USE IN
15 ACCORDANCE WITH THIS SECTION, AND PHARMACISTS MAY DISPENSE INHALERS
16 PURSUANT TO A PRESCRIPTION ISSUED IN THE NAME OF AN AUTHORIZED ENTITY. A
17 PRESCRIPTION ISSUED PURSUANT TO THIS SECTION IS VALID FOR TWO YEARS.

18 B. AN AUTHORIZED ENTITY MAY ACQUIRE AND STOCK A SUPPLY OF INHALERS
19 PURSUANT TO A PRESCRIPTION ISSUED IN ACCORDANCE WITH THIS SECTION. THE
20 INHALERS SHALL BE STORED IN A LOCATION THAT IS READILY ACCESSIBLE IN AN
21 EMERGENCY AND IN ACCORDANCE WITH THE INHALER'S INSTRUCTIONS FOR USE AND
22 ANY ADDITIONAL REQUIREMENTS THAT MAY BE ESTABLISHED BY THE DEPARTMENT. AN
23 AUTHORIZED ENTITY SHALL DESIGNATE EMPLOYEES OR AGENTS WHO HAVE COMPLETED
24 THE TRAINING REQUIRED BY SUBSECTION D OF THIS SECTION TO BE RESPONSIBLE
25 FOR THE STORAGE, MAINTENANCE, CONTROL AND GENERAL OVERSIGHT OF THE
26 INHALERS ACQUIRED BY THE AUTHORIZED ENTITY.

27 C. AN EMPLOYEE OR AGENT OF AN AUTHORIZED ENTITY OR ANOTHER
28 INDIVIDUAL WHO HAS COMPLETED THE TRAINING REQUIRED BY SUBSECTION D OF THIS
29 SECTION MAY PROVIDE AND ADMINISTER AN INHALER TO ANY INDIVIDUAL WHO THE
30 EMPLOYEE, AGENT OR OTHER INDIVIDUAL BELIEVES IN GOOD FAITH IS EXPERIENCING
31 RESPIRATORY DISTRESS, OR TO THE PARENT, GUARDIAN OR CAREGIVER OF THE
32 INDIVIDUAL, FOR IMMEDIATE ADMINISTRATION, REGARDLESS OF WHETHER THE
33 INDIVIDUAL HAS A PRESCRIPTION FOR AN INHALER OR HAS PREVIOUSLY BEEN
34 DIAGNOSED WITH A CONDITION REQUIRING AN INHALER.

35 D. AN EMPLOYEE, AGENT OR OTHER INDIVIDUAL DESCRIBED IN SUBSECTION B
36 OR C OF THIS SECTION SHALL COMPLETE INITIAL TRAINING FOR THE USE OF
37 INHALERS AND, AT LEAST EVERY TWO YEARS THEREAFTER, SHALL COMPLETE
38 SUBSEQUENT TRAINING. THE TRAINING SHALL BE CONDUCTED BY A NATIONALLY
39 RECOGNIZED ORGANIZATION THAT IS EXPERIENCED IN TRAINING LAYPERSONS IN
40 EMERGENCY HEALTH TREATMENT OR AN ENTITY OR INDIVIDUAL APPROVED BY THE
41 DEPARTMENT. THE DEPARTMENT MAY APPROVE SPECIFIC ENTITIES OR INDIVIDUALS
42 OR MAY APPROVE CLASSES OF ENTITIES OR INDIVIDUALS TO CONDUCT THIS
43 TRAINING. TRAINING MAY BE CONDUCTED ONLINE OR IN PERSON AND, AT A
44 MINIMUM, SHALL COVER:

45 1. HOW TO RECOGNIZE SIGNS AND SYMPTOMS OF RESPIRATORY DISTRESS.

1 2. STANDARDS AND PROCEDURES FOR THE STORAGE AND ADMINISTRATION OF
2 AN INHALER.

3 3. EMERGENCY FOLLOW-UP PROCEDURES AFTER THE ADMINISTRATION OF AN
4 INHALER.

5 E. THE ENTITY, ORGANIZATION OR INDIVIDUAL THAT CONDUCTS THE
6 TRAINING REQUIRED BY SUBSECTION D OF THIS SECTION SHALL ISSUE A
7 CERTIFICATE, ON A FORM DEVELOPED OR APPROVED BY THE DEPARTMENT, TO EACH
8 PERSON WHO SUCCESSFULLY COMPLETES THE TRAINING.

9 F. THE ADMINISTRATION OF AN INHALER PURSUANT TO THIS SECTION IS NOT
10 THE PRACTICE OF MEDICINE OR ANY OTHER PROFESSION THAT OTHERWISE REQUIRES
11 LICENSURE.

12 G. A PHYSICIAN WHO IS LICENSED PURSUANT TO TITLE 32, CHAPTER 13 OR
13 17 OR A NURSE PRACTITIONER WHO IS LICENSED PURSUANT TO TITLE 32, CHAPTER
14 15 PRESCRIBING AN INHALER IN THE NAME OF AN AUTHORIZED ENTITY, AN
15 AUTHORIZED ENTITY, AN EMPLOYEE OR AGENT OF AN AUTHORIZED ENTITY AND A
16 PERSON OR ENTITY THAT PROVIDES TRAINING PURSUANT TO SUBSECTION D OF THIS
17 SECTION ARE IMMUNE FROM CIVIL LIABILITY WITH RESPECT TO ALL DECISIONS MADE
18 AND ACTIONS OR OMISSIONS TAKEN THAT ARE BASED ON GOOD FAITH IMPLEMENTATION
19 OF THE REQUIREMENTS OF THIS SECTION, EXCEPT IN CASES OF GROSS NEGLIGENCE,
20 WILFUL MISCONDUCT OR INTENTIONAL WRONGDOING.

21 H. THE IMMUNITY FROM CIVIL LIABILITY PROVIDED IN SUBSECTION G OF
22 THIS SECTION DOES NOT AFFECT A MANUFACTURER'S PRODUCT LIABILITY REGARDING
23 THE DESIGN, MANUFACTURING OR INSTRUCTIONS FOR USE OF AN INHALER.

24 I. AN AUTHORIZED ENTITY THAT POSSESSES AND MAKES AVAILABLE INHALERS
25 SHALL SUBMIT TO THE DEPARTMENT, ON A FORM DEVELOPED BY THE DEPARTMENT, A
26 REPORT OF EACH INCIDENT THAT OCCURS ON THE AUTHORIZED ENTITY'S PREMISES
27 AND THAT INVOLVES THE ADMINISTRATION OF AN INHALER PURSUANT TO SUBSECTION
28 C OF THIS SECTION.

29 J. FOR THE PURPOSES OF THIS SECTION:

30 1. "AUTHORIZED ENTITY" MEANS ANY ENTITY OR ORGANIZATION IN
31 CONNECTION WITH OR AT WHICH ALLERGENS CAPABLE OF CAUSING RESPIRATORY
32 SYMPTOMS MAY BE PRESENT, AS IDENTIFIED BY THE DEPARTMENT, INCLUDING
33 RECREATION CAMPS, DAY CARE FACILITIES, YOUTH SPORTS LEAGUES, AMUSEMENT
34 PARKS, RESTAURANTS AND SPORTS ARENAS.

35 2. "BRONCHODILATOR" MEANS ALBUTEROL OR ANOTHER BRONCHODILATOR THAT
36 IS APPROVED BY THE UNITED STATES FOOD AND DRUG ADMINISTRATION AND
37 RECOMMENDED BY THE DEPARTMENT FOR THE TREATMENT OF RESPIRATORY DISTRESS.

38 3. "INHALER" MEANS A DEVICE THAT DELIVERS A BRONCHODILATOR TO
39 ALLEVIATE ASTHMATIC SYMPTOMS, IS MANUFACTURED IN THE FORM OF A
40 METERED-DOSE INHALER OR DRY-POWDER INHALER AND MAY INCLUDE A SPACER,
41 HOLDING CHAMBER OR OTHER DEVICE THAT ATTACHES TO THE INHALER TO IMPROVE
42 THE DELIVERY OF THE BRONCHODILATOR.

43 4. "RESPIRATORY DISTRESS" INCLUDES THE PERCEIVED OR ACTUAL PRESENCE
44 OF COUGHING, WHEEZING OR SHORTNESS OF BREATH.

Arizona Administrative Code

Title 7 - EDUCATION

Chapter 2 - STATE BOARD OF EDUCATION

Article 8 - COMPLIANCE

Section R7-2-810 - Emergency Administration of Inhalers

Universal Citation: [AZ Admin Code R 7-2-810](#)

Current through Register Vol. 29, No. 12, March 24, 2023

A. Applicability. This rule applies to:

1. Any school district or charter school that voluntarily chooses to stock inhalers pursuant to A.R.S § 15-158.
2. All school districts when required to stock inhalers pursuant to A.R.S. § 15-158.

B. Definitions. The following definitions are applicable to this rule:

1. "Authorized Entity" refers to any school district or charter school.
2. "Bronchodilator" means Albuterol or another short-acting bronchodilator that is approved by the United States Food and Drug Administration for the treatment of respiratory distress.
3. "Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler that includes a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.
4. "Personnel" means employees at a school district or charter school or nurses who are under contract with the school district or charter school.
5. "Respiratory distress" includes the perceived or actual presence of coughing, wheezing or shortness of breath.
6. "Standing order" means a prescription protocol or instructions issued by the chief medical officer of a county health department, physicians licensed pursuant to Title 32, Chapter 13, 14 or 17, or nurse practitioners licensed pursuant to Title 32, Chapter 15.

- C. Annual training on recognition of symptoms of respiratory distress and administration of inhalers:
1. Each school district and charter school that elects to administer inhalers shall designate at least two personnel at each school site who shall be required to be trained in the recognition of respiratory distress symptoms, the procedures to follow when respiratory distress occurs, and the administration of inhalers, as directed on the prescription protocol. While each school is required to have two trained personnel in order to implement the stock inhaler policies, schools may train as many personnel as they feel necessary.
 2. Training in the administration of inhalers shall be conducted by a nationally recognized organization or professionally certified medical professionals that are experienced in training laypersons in emergency health treatment.
 3. Training may be conducted online or in person and at a minimum shall include:
 - a) How to recognize signs and symptoms of respiratory distress in accordance with good clinical practice.
 - b) Standards and procedures for the storage of inhalers.
 - c) Standards and procedures for the administration of an inhaler, as directed on the prescription protocol.
 - d) If necessary, emergency follow-up procedures after the administration of an inhaler.
 4. The organization that conducts the training shall issue a certificate to each person who successfully completes the training. The personnel shall submit this certificate to the school.
 5. Annual training is required for all designated personnel of the school.
 6. School districts and charter schools shall maintain and make available on request a list of school personnel who are authorized to administer inhalers pursuant to a standing order.
- D. Procedures for annually requesting a standing order and the prescription for the inhaler and holding chamber

1. Each participating school district or charter school shall obtain a standing order and prescription for inhalers and spacers or holding chambers pursuant to A.R.S. § 15-158 from the chief medical officer of a county health department, a physician licensed pursuant to Title 32, Chapter 13, 14 or 17, or a nurse practitioner pursuant to Title 32, Chapter 15.
 2. Standing orders and prescriptions shall be requested and renewed annually.
- E. Procedures for the administration of inhalers in emergency situations:
1. School districts and charter schools that elect to administer inhalers shall:
 - a) Prescribe and enforce policies and procedures for the emergency administration of inhalers by designated and trained medical and non-medical personnel.
 - b) Designate at least two personnel at each school to be trained to recognize respiratory distress and administer inhalers.
 - c) Require designated personnel to participate in annual training and provide a certificate of successful completion to the school.
 - d) Designate personnel who have completed the required training to be responsible for the storage, maintenance, control and general oversight of the inhalers and spacers or holding chambers acquired by the school.
 - e) Acquire and stock a supply of inhalers and spacers or holding chambers pursuant to a standing order prescription.
 - f) Store medication in a secure, temperature appropriate location, unlocked and readily accessible to designated personnel.
 2. Pursuant to a standing order, school district or charter school personnel who are trained in the administration of inhalers may administer or assist in the administration of an inhaler to a pupil or adult whom the personnel believes in good faith to be exhibiting symptoms of respiratory distress while at school or a school-sponsored activity.
 3. Procedures adopted by school districts and charter schools shall address at a minimum, the following requirements:

- a) Determine if symptoms indicate possible respiratory distress or emergency and determine if the use of an inhaler will properly address the respiratory distress or emergency.
- b) Administer the correct dose of inhaler medication, as directed by the prescription protocol, regardless of whether the individual who is believed to be experiencing respiratory distress has a prescription for an inhaler and spacer or holding chamber or has been previously diagnosed with a condition requiring an inhaler.
- c) Restrict physical activity, encourage slow breaths and allow the individual to rest.
- d) Assure that trained personnel stay with the subject who has been administered inhaler medication until it is determined whether the medication alleviates symptoms.
- e) If applicable, instruct office staff to notify the school nurse if the inhaler is administered by a trained but non-licensed person.
- f) Instruct school staff to notify the parent or guardian.
- g) Call 911 if severe respiratory distress continues. Advise that inhaler medication was administered and stay with the person until emergency medical responders arrive.
- h) If the individual shows improvement, keep the individual under supervision until breathing returns to normal, with no more chest tightness or shortness of breath, and the individual can walk and talk easily.
- i) Allow a student to return to class if breathing has returned to normal and all symptoms have resolved.
- j) Notify a parent or guardian once the inhaler has been administered and the student has returned to class.
- k) Document the incident detailing who administered the inhaler, the approximate time of the incident, notifications made to the school administration, emergency responders, and parents/guardians.
- l) Retain the incident data on file at the school pursuant to the general records retention schedule regarding health records for school districts and charter schools established by the Arizona State Library, Archives and Public Records.

- m) Order replacement inhalers, spacers and holding chambers as needed.
 - 4. A school district or charter school may accept monetary donations for or apply for grants for the purchase of inhalers and spacers or holding chamber or may accept donations of inhalers and spacers or holding chambers directly from the product manufacturers.
- F. Immunity from civil liability is prescribed in A.R.S. § 15-158.

Adopted by exempt rulemaking at 24 A.A.R. 146, effective 8/9/2017. Amended by final rulemaking at 24 A.A.R. 3279, effective 10/22/2018. Amended by final exempt rulemaking at 27 A.A.R. 1531, effective 8/27/2021.