

2017-2018 Archdiocesan Employee Health Training Process

With the beginning of the 2017-2018 school year, the training procedures for Archdiocesan schools will change:

1. Each school may schedule its own personnel for MESD trainings using the MESD online scheduling system: <http://appdev.mesd.k12.or.us/events/hss/> . These trainings include: Initial Bloodborne Pathogens, Initial Medication Administration, Severe Allergic Reaction, and Glucagon.
2. The annual update trainings for Bloodborne Pathogens and Medication Administration are available at <http://appdev.mesd.k12.or.us/online-training/>
3. Schools may also use other appropriate training locations, such as their local school districts and health authorities. The other training facilities must meet the same standards that MESD uses for their training (e.g., in person only training for initial classes and injectables training). You are free to make arrangements on your own with local school district but if you would like our assistance, please contact us.
4. Trainings at the Pastoral Center are not currently scheduled but we will assess the need for this during the transition.
5. Each school will now be responsible for maintaining training records of their At-Risk personnel. We are working on updating the master list of staff who have been trained by MESD in order to provide schools with back up of this information.
6. The Department of Catholic Schools will still send monthly billings to schools which use MESD for health trainings
7. First Aid/CPR/AED trainings must be completed using in-person training and can be arranged through the Red Cross, local fire departments or other certified training providers.
8. On the following pages, principals will find information on the different protocols that OSHA as well as the state health departments require for all schools.

Bloodborne Pathogen (BBP) Designated At-Risk Employees

Please remember that not every employee needs the initial training – only those who are designated by the Administrator as the designated At-Risk Employee should be attending. (Ratio is 1 certified staff member for every 60 students.)

To start the process, each designated At-Risk Employee will need to attend an Initial Bloodborne Pathogen training. (Staff should obtain principal authorization to enroll in the Severe BBP Initial Training.) The designated At-Risk Employee will then need to update this

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training annually using the MESD Online training. (<http://appdev.mesd.k12.or.us/online-training/index.php>)

Please remind the “At-Risk” employees to complete the annual online update.

MESD Fees

Initial Bloodborne Pathogens Training fee: \$11.00 per person

Online Bloodborne Pathogens Training fee: \$7.00 per person

Medication Administration Training

Each school no matter the enrollment should have a **minimum of 2 staff designated** for this protocol. Please remind your “At-Risk” employees to update online by or before the date listed on the Medication Administration Report.

This training is required for all staff who administer medication to students. It offers information on storing and administering student medication and explains policies and procedures. Staff must participate in this training before accompanying students on field trips who require noninjectable medication during the field trip. (Staff should obtain principal authorization to enroll in this training.)

Archdiocesan elementary schools and high schools may, but are not required to, use the Multnomah Education District (MESD) for this training. Once trained the designated personnel will need to update their training annually. For schools in the Portland area, MESD may be the most logical option.

MESD Fees

Initial Medication Administration Training fee: \$13.00 per person

Online Medication Administration Training fee: \$7.00 per person

Severe Allergic Reaction Training

Each school must have trained staff for students who have severe allergic reactions to outside sources (bee stings, food, pollen, etc.) or if any epi-pens are stored on school premises. After taking this training and meeting the qualifications, staff may obtain a prescription for premeasured doses of epinephrine and be certified for its administration as needed in an emergency. Staff should obtain principal authorization to enroll in the Severe Allergic Reaction training.

To stay current in this protocol, the designated staff member who has been trained must be retrained every three years. It is also strongly urged that the designated trained employees are current in First Aid and CPR.

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Archdiocesan elementary schools and high schools may use the Multnomah Education District for the Severe Allergic Reaction trainings (MESD).

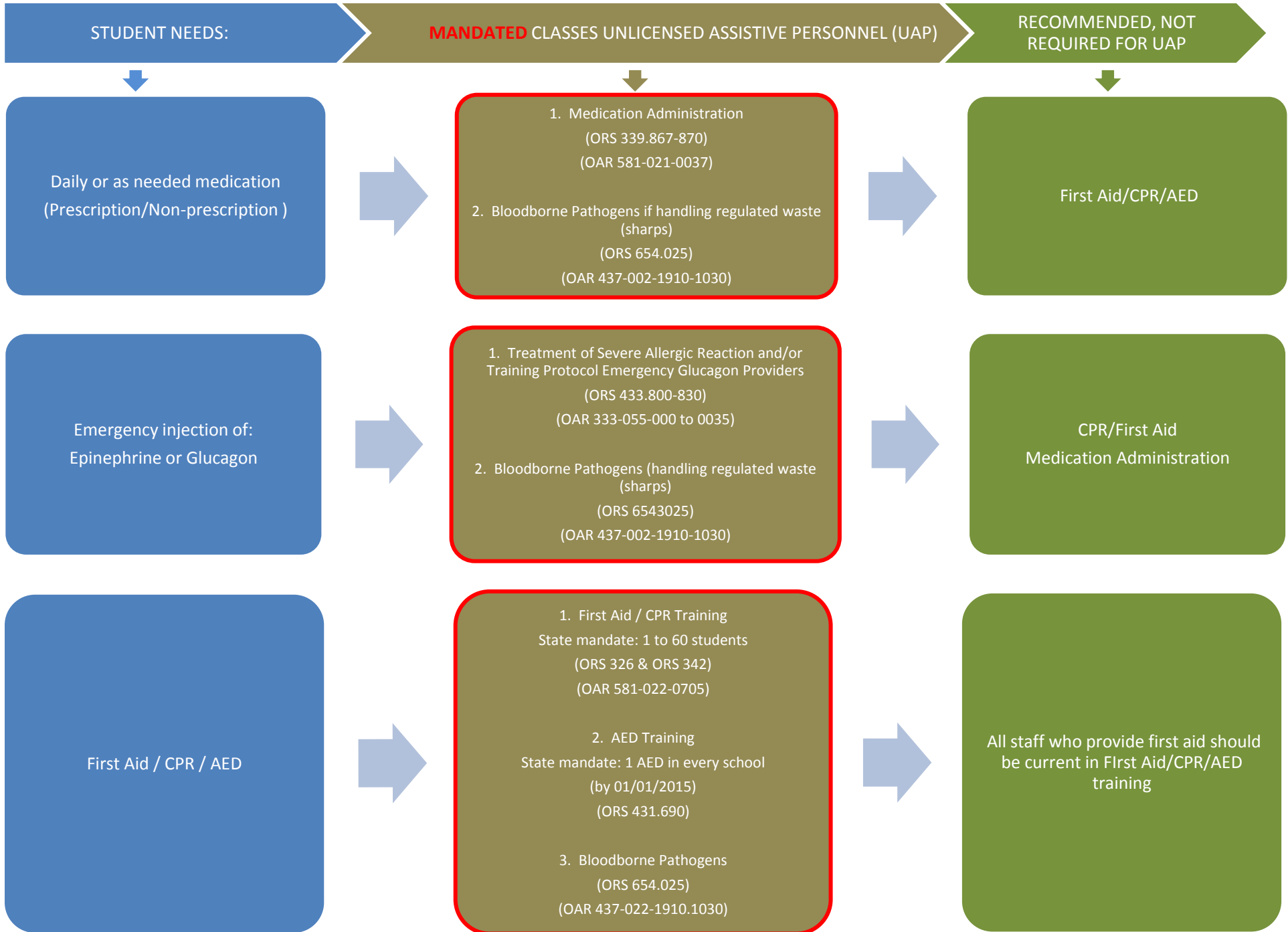
Severe Allergic Reaction training is required only for those schools with affected students (see above) or schools that store epi-pens in the school for students. Please remind your designated personnel to retake this training by or before the date listed on the Severe Allergic Reactions training report. This training is a face to face training...no online training available.

MESD Fee

SAR Training fee: \$27.00 per person

Please see the following pages for helpful charts on the training protocols.

TRAINING REQUIRED FOR UNLICENSED ASSISTIVE PERSONNEL (UAP)



TRAINING REQUIRED FOR UNLICENSED ASSISTIVE PERSONNEL (UAP)

By definition of the Oregon State Board of Nursing, **UAP** “is a person who may have training which documents their knowledge and competency but they do not have a scope of practice or authorized nursing tasks.” Each class has definite requirements for the instructor and a defined length of time for the subject matter training to be in effect for.

| HEALTH TRAINING CLASS | INSTRUCTOR | LENGTH OF CERTIFICATION | INITIAL CLASS | RENEWAL |
|--------------------------------------|--|-------------------------|-----------------------|----------------|
| Blood Borne Pathogens | OHSA requires instructor be familiar with work environment, available at time of class for questions, able to demonstrate appropriate personal protective equipment. | 1 year (365 days) | 75 min. | On line |
| Medication Administration | RN, pharmacist or physician licensed in state of Oregon and familiar with delivery of health services in school setting. | 1 year (365 days) | 120 min. | On line |
| Severe Allergic Reaction/Anaphylaxis | Physician, nurse practitioner, licensed to practice in Oregon or an RN delegated by above physician or nurse practitioner. | 3 Years | 90 min. | Only in person |
| Glucagon | Same as severe allergic reaction | 3 Years | 90 min. | Only in person |
| First Aid/CPR/AED | Trained to 2010 American Heart Association standard. Participants must be able to complete return demonstrations. | 2 Years | 240 min. (4 hours) | Only in person |