

2020-2021 Archdiocesan Employee Health Training Process

1. Each school may schedule its own personnel for MESD trainings using the MESD online scheduling system: <https://www.multnomahesd.org/news-events-trainings.html> 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 <https://www.multnomahesd.org/news-events-trainings.html>
3. Schools may also use other appropriate training locations, such as their local school districts and health authorities, if available. 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).
4. Trainings at the Pastoral Center are not currently scheduled but we will assess the need for this during the school year.
5. **Each school will now be responsible for maintaining training records of their At-Risk personnel.**
6. The Department of Catholic Schools will still send 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. **The required First Aid/CPR training ratio is 1 trained staff member per 60 students.**
9. 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.
10. MESD fees listed are current amounts and are subject to change depending on final signed contract. **In addition, MESD adds a 10% administrative fee to each class.**

*fees are subject to change

Bloodborne Pathogen (BBP) Designated At-Risk Employees

OSHA requires that the training of staff whose duties put them at risk of coming into contact with potentially infectious body fluids during their tasks, be in person.

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

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

MESD Fees

Initial Bloodborne Pathogens Training fee: \$14.70 per person

Online Bloodborne Pathogens Training fee: \$9.26 per person

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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 may require non-injectable 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. For schools outside the Portland, the **ONLINE MEDICATION ADMIN REFRESHER COURSE** is a good option. It is available at the [ODE Medication Administration page](#). **PLEASE NOTE: Medication Administration renewals are available for the first 2 years after the Initial Med. Admin class. The 3rd year, staff must repeat the in-person Initial Medication Administration class.**

MESD Fees

Initial Medication Administration Training fee: \$16.80 per person

Online Medication Administration Training fee: \$8.47 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.

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 expiration date listed on their MESD training record. This training is a face to face training...no online training available.

MESD Fee

SAR Training fee: \$35.70 per person

Other available training: Glucagon Training Fee: \$31.50

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ALTERNATE METHODS FOR HEALTH TRAINING

Alternate methods of training are available for schools which are not able to utilize MESD trainings due to their location or other factors. Please contact dcs@archdpdx.org for the instruction material and guidelines for Medication Administration and Severe Allergic Reaction (Epi-pen) training. **At-Risk employees must complete their initial trainings using IN-PERSON training.**