



Risk Management Guideline

Live Animals in Classroom and Activities Involving Animals

BACKGROUND:

In a continued effort of the Central Region School Insurance Group to provide its members with a safe working and learning environment, CRSIG's has developed guidelines regarding animal(s), insect(s), and reptile(s) on District/School property and/or facilities. The District/School should not permit animal(s), insect(s) or reptile(s) on their property and/or facilities by students, employees, faculty or visitors unless the guidelines noted below are met.

RECOMMENDATION:

All requests for animals on campus should undergo a procedure that includes approval by an administrator who can verify compliance with the CRSIG Risk Management Guidelines.

GUIDELINES:

Animals, insects and/or reptiles are not permitted on District/School property and/or facilities; unless the owner, sponsor or responsible parties have followed the guidelines set forth herein and have followed the proper procedure to obtain authorization.

I. LIVE ANIMALS IN THE CLASSROOM

1. Animals whose bite may be poisonous or may cause severe physiological reactions are not permitted in schools.
2. Animals should be kept in an appropriate cage or enclosure that provides maximum containment of the animals, clean and sanitary conditions, shelter and protection from the weather, and appropriate temperatures and assures safety for the students.
3. Warning signs such as *Keep Hands Away from Cage* should be posted conspicuously on cages housing animals that may bite. Students and visitors should be cautioned about inserting fingers in an occupied animal cage.
4. All animals should be supplied with suitable and sufficient food and water as often as the feeding habits of such animals require. Students should feed and handle animals under the supervision of the teacher. Feed for use in schools may be ordered from the regional science centers.
5. Live vertebrate animals shall not, as part of a scientific experiment or any purpose whatever, be experimentally medicated or drugged in a manner to cause painful reactions or induce painful or lethal pathological conditions or injured through any other treatments, including but not limited to, anesthetization or electric shock.
6. Teachers should train students in the handling and care of animals, such as mice and guinea pigs. Students should not excite animals or engage in activities such as poking pencils at animals because such activity encourages biting. Students need to know that many animals are nocturnal and are likely to bite if disturbed during the day. Hamsters are not recommended for classroom use for this reason.

7. Every reasonable precaution shall be taken to ensure that animals are not teased, abused, mistreated, annoyed, tormented, or in any manner made to suffer by any person or by any means.
8. Students should thoroughly wash their hands after they finish touching or handling an animal in the classroom to ensure proper hygiene. Students should not eat or drink anything while touching or handling an animal. Students shall wash their hands thoroughly after touching or handling an animal before eating or drinking anything.
9. All sick animals shall be isolated from healthy animals in such a manner that the illness or disease will not be transmitted to other animals. Students should not be allowed to touch or handle sick animals.

II. SPECIAL EVENTS INVOLVING ANIMAL DISTRICT/SCHOOL SPONSORED EVENT

Events involving live animal(s), insects(s) or reptile(s) are allowed on District property and/or facilities during school hours as long as the guidelines set herein are met and approval is obtained prior to the event. Approval must first be obtained from the principal.

1. PARENT NOTIFICATION/CONSENT - Parents should be notified and consent obtained for the students to participate in the planned event, if it is a District sponsored event. The parent notification must disclose the date, time, type of animal, and nature of interaction with student. Parent consent must be obtained for students to participate in any District sponsored event which will involve live animals. The parent should disclose any known allergies or risks posed to the student (e.g. allergies, asthma or student afraid of dogs).
2. EMERGENCY SERVICES PLAN - The principal should notify the school nurse of the event involving animals in case of an emergency. In the event of an emergency, contact 911 immediately for treatment and Animal Control for immediate removal of the animal, insect or reptile.
3. ANIMAL OWNER/TRAINER - The contact name, business name, address, and telephone number of the owner or organization providing the animal(s), insect(s) or reptile(s) must be provided to the District or School.
 - i. CONTROL - The owner or organization providing the animal(s), insect(s) or reptile(s) must be in full control at all times. The owner or organization must provide care, supervision and will be solely responsible for handling the animal(s), insect(s) or reptile(s).
 - ii. IN GOOD HEALTH. The animal(s), insect(s) or reptile(s) must have current vaccinations and immunizations common and appropriate to that species. Certificate of Vaccination, USDA Certificate of Licensed Class Exhibitor, USDA Inspection Report,
 - iii. CLEAN UP RULE - The owner must always carry equipment sufficient to clean up the animal's waste, immediately remove the waste and be

responsible for the proper disposal of the animal's waste.

- iv. INSURANCE - The owner or organization, at its sole cost and expense, shall provide and keep in force during the live animal event, insurance coverage. Adequate proof of said insurance must be provided to the District or School prior to the event taking place. The policy shall name the School and District and its Board Members as additional insureds. Insurance limits required may vary depending on the type of contact and specie of animal(s), insect(s) and reptile(s).