

WELLNESS AND HEALTH SERVICES  
MEDICAL TREATMENT

FFAC  
(REGULATION)

ADMINISTERING  
MEDICATIONS

Administration of medication to students will be strictly governed by FFAC(LEGAL), FFAC(LOCAL), FFAF(LEGAL), FFAF(LOCAL), any related procedures, and the following:

1. Only school administrators may assign to District employees the task of administering medication by any mode, including injectable medication, oral medication, inhalants, topical medication, or rectally administered medication. Only authorized District employees may administer medication to students. School nurses may not delegate but will oversee administration of medication.
2. District employees authorized to administer medication will be provided orientation, instruction, and supervised practice appropriate to the task. The school nurse will explain to the principal or designated building administrator, employees authorized to administer medication, and, as applicable, the student's teachers any adverse side effects of the medication and the recommended action to be taken.
3. Medication for a specific student will be provided and brought to school by the parent of the student. Students will not carry medication or administer it to themselves unless authorized by their physician and permitted by state law.
4. School nurses, health care personnel and school district staff are not allowed to administer, store, hold or transport non-FDA-approved medical marijuana, low THC cannabis or cannabidiol (CBD) products in any form.
5. A parent or guardian may administer medications or treatments, as permitted by law, to a student during the school day. The parent or guardian is responsible for safely administering and transporting the medication or treatment per state laws and guidelines.
6. The principal or designee will appoint one employee, such as the school nurse, to supervise the storing and administering of medications and to maintain records of the administration of medication. Any District employee administering medication to a student must record each dose given on the Record of Administration of Medicine form. Records will include the parent's written request and the record of administration of medicine.
7. The principal will provide locked storage space where all medication may be maintained apart from office supplies, and it will be accessible only to authorized employees.
8. Each student's medication will have a label including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration.

- 9. All continuing requests for the District to administer medication will be reviewed at the beginning of each school year. Renewed, written permission for treatment will be required from both the physician and the parent.
- 10. When the course of treatment is complete, or at the end of the school year, the parent will be asked to pick up any medication within a specified amount of time. The District will dispose of any unclaimed medication.

For more information on administrative procedures related to medication, see the [Guide to Medication Administration in the School Setting](#) from the Texas Department of State Health Services (DSHS).

EPINEPHRINE  
DEFINITIONS

In accordance with state law, and for the purposes of these procedures, the following definitions will apply:

ANAPHYLAXIS

“Anaphylaxis” is a sudden, severe, and potentially life-threatening allergic reaction that occurs when a person is exposed to an allergen.

ANAPHYLACTIC  
REACTION

An “anaphylactic reaction” is a serious allergic reaction that is rapid in onset and may cause death.

EPINEPHRINE  
AUTO-  
INJECTOR

An “epinephrine auto-injector” is a disposable medical drug delivery device that contains a premeasured single dose of epinephrine that is intended to be used to treat anaphylaxis.

ADMINISTRATION

Authorized and trained individuals may administer an epinephrine auto-injector on campus. Authorized, trained individuals will administer epinephrine only when the individual reasonably believes that a person is experiencing an anaphylactic reaction. Emergency medical services will be activated and parent notification initiated if/when injectable medication is administered.

The District will ensure that at each campus has at least one trained individual is present on campus during the instructional day.

The Superintendent will identify specific individuals, which include district employees to administer epinephrine auto-injectors. Each individual must attend appropriate training.

The principal and campus nurse will maintain a list of all individuals authorized and trained to administer an epinephrine auto-injector.

NOTIFICATION

The District will provide notice to parents or guardians before the start of each school year regarding epinephrine auto-injectors.

**TRAINING** The District will annually train authorized individuals from each campus as required by law. Documentation that authorized individuals have received the required training is maintained at campus clinic by the campus nurse.

**DISTRICT  
EPINEPHRINE  
COORDINATOR** The Superintendent has designated Lead Nurses as the District epinephrine coordinators.

- RESPONSIBILITIES** The District epinephrine coordinator will:
1. Ensure that each campus has at least one trained district employee.
  2. Documentation that each authorized individual received the required training will be maintained by campus nurse.
  3. Disseminate applicable District policies and procedures regarding epinephrine auto-injectors.
  4. Document the number of and expiration dates for epinephrine auto-injectors available at each location where administration is authorized by Board policy.
  5. Train appropriate campus staff on the inventory process used to check epinephrine auto-injectors at regular intervals for expiration and replacement.
  6. Provide guidance to campuses to ensure that epinephrine auto-injectors are securely stored and easily accessible to authorized and trained individuals.
  7. Arrange for replacement of epinephrine auto-injectors due to use or expiration.
  8. Make reports required by law.
  9. Maintain all reports in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of District-provided epinephrine auto-injectors.
  10. Maintain contact information for any physicians who provide the standing orders for epinephrine and consult with the physicians as needed.
  11. Coordinate annual review of the District's procedures.

**CAMPUS  
EPINEPHRINE  
COORDINATOR** The principal has designated the campus nurse as the campus epinephrine coordinator.

**RESPONSIBILITIES** The campus epinephrine coordinator will:

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1. Conduct the annual training and ensure that authorized individuals at the campus level have attended the necessary training.
2. Maintain a list of individuals authorized and trained at the campus level to administer epinephrine auto-injectors.
3. Check the inventory of epinephrine auto-injectors and expiration dates every month to ensure sufficient inventory at each location where administration is authorized by Board policy.
4. Report to the District epinephrine coordinator required information when an epinephrine auto-injector is used.
5. Submit requests to the District epinephrine coordinator for replacement of epinephrine auto-injectors one month before the expiration and within two days of use.
6. Maintain, store, and dispose of epinephrine auto-injectors in accordance with District and campus procedures.

CAMPUS  
INVENTORY AND  
STORAGE

Each campus will have one adult epinephrine auto-injector available to use at the campus during the instruction day. In addition, elementary campus will have one pediatric epinephrine auto-injector available to use during the instructional day.

The supply of epinephrine auto-injectors will be stored in the campus clinic.

REPORTING

The campus nurse will submit a report on the District's form to the District epinephrine coordinator within five business days after an individual has administered an epinephrine auto-injector.

Within ten business days of the administration of an epinephrine auto-injector, the District epinephrine coordinator will notify the physician or other person who prescribed the epinephrine auto-injector, the Texas Commissioner of Education, and the Commissioner of State Health Services and report the following:

1. The age of the person who received the administration of the epinephrine auto-injector;
2. Who received the epinephrine auto-injection (e.g., a student, parent, District employee, or visitor);
3. The physical location where the epinephrine auto-injector was administered;
4. The number of doses of epinephrine auto-injector administered;
5. The title of the person who administered the epinephrine auto-injector; and

6. Any other information required by the Commissioner of Education or the Commissioner of State Health Services.

DISPOSAL

Epinephrine auto-injectors that have been administered or have expired will be disposed of according to law.

ANNUAL REVIEW

Epinephrine auto-injector procedures will be reviewed at least annually and after each administration of an epinephrine auto-injector by the District epinephrine coordinators.

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<sup>i</sup> *Guide to Medication Administration in the School Setting:*  
<http://www.dshs.texas.gov/schoolhealth/schnurs.shtm>