

---

**Note:** For more resources to develop, implement, and evaluate school health programs, visit the Texas Health and Human Services (DSHS) website at [Texas Guide to School Health Services](#).<sup>1</sup> Additional information regarding [Medication Administration in the School Setting](#)<sup>2</sup> can be found on the [Texas School Nurses Organization website](#).<sup>3</sup>

---

**Injury or Illness  
at School**

A student who is injured or becomes ill at school or at a school activity will be evaluated and the student's parent or guardian will be notified for further instructions.

Employees will comply with traumatic injury response protocols, including contacting emergency medical services, when required by law [see CKD].

Employees may also contact emergency medical services for emergency care when deemed necessary.

If a parent or guardian cannot be reached, decisions concerning medical treatment will be made by school staff in accordance with Family Code 32.001(a)(4) [See FFAC (LEGAL)]

A student may consent to medical treatment without parent or guardian consent in accordance with Family Code 32.003.

**Administering  
Medication**

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. School administrators may only assign to willing and trained 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.
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 any recommended action to be taken.
3. Medication for a specific student will be provided and brought to school by the parent or guardian of the student. Students will not carry medication or administer it to themselves unless authorized by their healthcare provider permitted by state law

to self-carry and self-administer, and demonstrate proper use and care of medications to the school Registered Nurse. The healthcare provider must provide the District campus written documentation for the student to self-carry and self-administer. [See FFAC(LEGAL) and FFAF, FFAC (Exhibit B and Exhibit D)]

4. The principal or designee will appoint one employee, such as the school health office staff 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 a medication administration record. Records will also include the parent's or guardian's written request and be accompanied by a health care provider's order as necessary.
5. The principal will provide locked storage space where all medication may be maintained apart from office supplies, stored at the appropriate temperatures, and accessible only to authorized employees.
6. Each student's medication must be in the original-container, have the original pharmacy label, including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration. Any over-the-counter medications will be given per manufacturer's instruction unless accompanied by a health care provider's order.
7. Unless a shorter duration is specified, all parent or guardian requests or permissions for the District to administer medication will expire at the end of each school year and new requests or permissions must be reviewed prior to the beginning of each school year. Renewed, written permission for treatment will be required from both the healthcare provider (when necessary) and the parent or-guardian for each new school year.

All requests for the District to administer medication must be in writing, utilizing Parent's Request for Administration of Medication by School Personnel [see FFAC(EXHIBIT) C]. Renewed, written permission for medication administration will be required from both the healthcare provider (when necessary) and the parent or guardian at the beginning of each school year, and when there are changes in the dosage of prescription medication.

All medication given at the school shall be for medicines that medically require dispensing during the regular school day.

For students requiring medications while on overnight school trips, the parent or guardian must provide new permission forms and supply medication for each trip. Each student's medication must be in the original container, have the original pharmacy label, including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration. Any over-the-counter medications will be given per manufacturer's instruction unless accompanied by a healthcare provider order.

8. Hypodermic injections may be administered by a school nurse, or an authorized and trained individual, like an Unlicensed Diabetes Care Assistant, if available, when the parent-or-guardian request also includes the prescribing healthcare provider's request. The healthcare provider's request must include detailed information concerning the administration of the medication, as well as follow-up procedures. The student's parent or guardian will be instructed to furnish sterile, disposable syringes and needles. Used syringes and needles will be disposed of in accordance with rules of disposal of sharp instruments.
9. When the course of treatment is complete, or at the end of the school year, the parent or guardian will be asked to pick up any medication within a specified amount of time. The District will dispose of any unclaimed medication.
10. At the discretion of the Registered Nurse, a student can be treated with Acetaminophen when the student has a fever of 103° F or more, and when a parent or guardian cannot be reached or will be delayed in reaching the school. Administration of Acetaminophen may be done so in accordance with a standing order or procedure approved by a physician licensed to practice medicine in the State of Texas.
11. The Superintendent or designee may approve additional procedures concerning the handling, storing, administering, transporting, and disposing of medication in accordance with law and policy.
12. If any person has incorrectly administered a medication to a student, this person must immediately contact emergency medical services, when necessary, the campus Principal, the school nurse, the Director of Nursing and Health Services, and complete FFAC (EXHIBIT) G the Medication Error Reporting Form.

---

***[Please review FFAC(LOCAL) for the board-adopted provisions regarding opioid antagonists.]***

**Opioid Antagonist  
Definitions**

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

*Opioid Antagonists*

“Opioid antagonist” means any drug that binds to opioid receptors and blocks or otherwise inhibits the effects of opioids acting on receptors.

*Opioid- related drug  
overdose*

“Opioid-related drug overdose” means a condition, evidenced by symptoms such as extreme physical illness, decreased level of consciousness, constriction of the pupils, respiratory depression, or coma, that a layperson would reasonably believe to be the result of the consumption or use of an opioid.

*Physician*

“Physician” means a person who holds a license to practice medicine in this state.

*Trained Individual*

A “trained individual” or volunteer is a school employee or volunteer who has received required training to administer an opioid antagonist.

**Administration of  
Opioid Antagonist**

The District will administer an opioid antagonist to a student that has symptoms of an opioid-related drug overdose such as extreme physical illness, decreased level of consciousness, constriction of the pupils, respiratory depression, or coma.

Each campus must have two opioid antagonists available at any given time.

Authorized, trained individuals will administer an opioid antagonist only when that individual reasonably believes a student is experiencing an opioid-related drug overdose.

The District will ensure that at least one authorized and trained individual is present on each campus during regular school hours.

**After Emergency  
Administration to a  
Student**

If an individual administers an opioid antagonist to a student, the school will notify the student’s parent, guardian, or emergency contact as soon as is feasible during the emergency response to the opioid-related drug overdose.

---

---

**District Opioid  
Antagonist  
Coordinator**

The Superintendent has designated the following staff person as the District opioid antagonist coordinator:

Position: Director of Nursing and Health Services

Address: 300 East 29<sup>th</sup> St, Odessa, TX 79762

Phone number: (432) 456 – 8869

---

---

**Responsibilities**

The District opioid antagonist coordinator will:

1. Oversee the maintenance, administration, and disposal of an opioid antagonist.
2. Coordinate the disposal of drugs in accordance with the U.S. Department of Health and Human Services [drug disposal resources](#)<sup>4</sup> and in accordance with Texas Health and Human Services (DSHS) [bloodborne pathogens guidelines](#).<sup>5</sup>
3. Coordinate with each campus to ensure that the opioid antagonists are checked monthly for expiration and usage and the findings are documented.
4. Schedule and coordinate the annual training.
5. Maintain a list of individuals authorized and trained in the District to administer opioid antagonists.
6. Maintain agreements to administer an opioid antagonist signed by each authorized and trained individual. [See FFAC(EXHIBIT) — M]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer present for hours required by law or policy.
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding opioid antagonists.
10. Document the number of and expiration dates for opioid antagonists available at each location where administration is authorized by Board policy.

11. Train campus staff on the inventory process used to check opioid antagonists monthly for expiration and replacement.
12. Provide guidance to campuses to ensure that opioid antagonists are securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of opioid antagonists due to use or expiration.
14. Make reports required by law. [See Reporting, below]
15. Maintain all reports and records in accordance with the District's record retention schedule regarding the administration, maintenance, and disposal of opioid antagonists.
16. Maintain contact information for any health-care providers who provide the standing orders for opioid antagonists and consult with the physicians as needed.
17. Verify that, for each incident, documentation is maintained regarding notification of a parent, guardian, or emergency contact during or after emergency administration of an opioid antagonist to a student.
18. Coordinate an annual review of the District's procedures.

---

The school principal will identify specific individuals, which include school health office staff (*employees, and/or volunteers*), to administer opioid antagonists. Each individual must attend appropriate training. [See Training, below]

**Training**

The District will annually train authorized individuals from each campus as required by law. Documentation that authorized individuals have received the required annual training is maintained at each campus by school health office staff [See FFAC(EXHIBIT) – M]

---

**Campus Opioid Antagonist Coordinator**

The campus health office staff will be the campus opioid antagonist coordinator.

---

**Responsibilities**

The campus opioid antagonist coordinator will:

1. Maintain a list of individuals authorized and trained at the campus level to administer opioid antagonists.

2. Provide the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Ensure that at least one authorized and trained individual is present on campus during regular school hours.
5. Check the inventory of opioid antagonists and expiration dates monthly to ensure sufficient inventory at each location where administration is authorized by Board policy.
6. Maintain documentation regarding notification of a parent, legal guardian, or emergency contact after emergency administration of an opioid antagonist to a student.
7. Report to the District opioid antagonist coordinator required information when an opioid antagonist is used.
8. Submit requests to the District opioid antagonist coordinator for replacement of opioid antagonists two weeks before the expiration and within five business days of use.
9. Maintain, store, and dispose of opioid antagonist in accordance with the U.S. Department of Health and Human Services [drug disposal resources](#)<sup>6</sup> and in accordance with Texas Health and Human Services (DSHS) [opioid response guidelines](#).<sup>7</sup>

---

## Reporting

Within five business days after an individual has administered an opioid antagonist, the individual will meet with the District opioid antagonist coordinator to document needed information for the DSHS electronic submission form.

Within 10 business days of the administration of an opioid antagonist, the District opioid antagonist coordinator will notify the physician or other person who prescribed the opioid antagonist, and the commissioner of state health services and report the information required by law. The electronic submission of the [Required Reporting of Administered Opioid Antagonist Medication to DSHS](#)<sup>8</sup> meets the requirement of reporting to the commissioner of state health services and may be used for notifying the other individuals as required by law.

<b>Disposal</b>	
Expired	Opioid antagonists that have expired but have not been opened, administered, or used for any reason will be disposed of according to the U.S. Department of Health and Human Services <a href="#">drug disposal resources</a> <sup>9</sup> and any District-approved procedures related to medication disposal.
Used	Opioid antagonists that have been opened, administered, or used for any reason will be disposed according to guidelines in the U.S. Department of Health and Human Services <a href="#">drug disposal resources</a> , <sup>10</sup> the Texas Health and Human Services (DSHS) <a href="#">bloodborne pathogens guidelines</a> , <sup>11</sup> and any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]
<b>Annual Review</b>	Opioid antagonist procedures will be reviewed at least annually and after each administration of an opioid antagonist.

---

Eligibility of Specialized Health Care Service	<p>Specialized Health Care Treatments may be provided as a related service when it is necessary for a child to receive a full appropriate public education as specified under Part B of the Education of the Handicapped Act (P.L. 101-476), Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.</p> <p>Specialized physical health care may be provided to any student requiring individualized health services necessary during the school day to enable the student to attend school.</p> <p>An Admission, Review, and Dismissal (ARD) committee consisting of personnel specified by local guidelines must approve special treatment as a related service on the Individualized Educational Plan (IEP).</p>
<b>Provision of Specialized Health Care Service</b>	A School Nurse health office staff or designated school person may be assigned the responsibility of providing the service by the Director of Nursing and Health Services or the Principal. Instruction shall be provided by the parent or guardian or prescribing healthcare provider or designee upon request prior to beginning the service. The District is not required to pay for or provide equipment needed for specialized treatment. If adaptive equipment is required, it must facilitate the achievement of specific objectives as stated in the Individual Educational Plan.
<b>Extent of Specialized Health Care Service</b>	The treatment shall be administered by the District as long as the need exists or until the student can perform the process.

**Students Needing  
Assistance with  
Toileting**

Most medically and developmentally able children are fully toilet trained between the ages of two and three years of age. Therefore, those medically and developmentally able children entering the Pre-K3 and Pre-K4 programs within our schools should be able to toilet themselves with minimal supervision, including proper wiping. Students with special health needs will receive appropriate accommodations as necessary.

The following procedures will be followed when a student is identified as requiring assistance with toileting.

1. The Principal and the School Nurse will ask the parents/guardians to attend a meeting to discuss the specific student needs and related medical history. The School Nurse will develop an Individual Health Plan (IHP) in consultation with the student's physician, the classroom teacher, the Principal, the School Counselor, and/or other personnel as needed. Children with special health needs will receive accommodations as determined by the 504 or ARD committee. Additional meetings can be scheduled as needed.
2. Efforts will be made to keep toileting needs as confidential as possible. Efforts will be made by the School Counselor to address any personal or social needs that the student may have, and provide medical or mental health resources or referrals as needed.
3. In an appropriate case, the District will convene a Section 504 committee for the student. [See Board Policies FB(LEGAL) and FB(LOCAL)]
4. Parents or guardians will be asked to provide additional supplies such as extra clothing and wipes to clean the student after bathroom accidents.

If necessary, the parent or guardian can be contacted for assistance with changing and may be contacted for a more thorough cleaning as needed.

---

<sup>1</sup> Texas Health and Human Services (DSHS), Texas Guide to School Health Services: <https://www.dshs.texas.gov/texas-school-health/texas-guide-school-health-services>

<sup>2</sup> Medication Administration in the School Setting: [https://higherlogicdownload.s3.amazonaws.com/NASN/b385213b-35e8-49e3-97fe-d6627843f498/UploadedImages/Public%20Documents/tsno\\_medication\\_position.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/b385213b-35e8-49e3-97fe-d6627843f498/UploadedImages/Public%20Documents/tsno_medication_position.pdf)

- 
- <sup>3</sup> Texas School Nurse Organization: <https://www.txsno.org/home>
- <sup>4</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>5</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>
- <sup>6</sup> Texas Health and Human Services (DSHS), epinephrine auto-injector guidelines: <https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/epinephrine-auto-injector-resources>
- <sup>7</sup> Required Reporting of Unassigned Administered Epinephrine Auto-Injectors to DSHS: <https://www.dshs.texas.gov/texas-school-health/required-reporting-forms/required-reporting-administered-epinephrine>
- <sup>8</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>9</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>10</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>
- <sup>11</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>12</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>
- <sup>13</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>14</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>15</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>16</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>
- <sup>17</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>18</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>
- <sup>19</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>
- <sup>20</sup> Texas Health and Human Services (DSHS), opioid response guidelines: <https://www.hhs.texas.gov/services/mental-health-substance-use/adult-substance-use/texas-targeted-opioid-response>
- <sup>21</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>

---

<sup>22</sup> U.S. Department of Health and Human Services, drug disposal resources: <https://www.hhs.gov/opioids/prevention/safely-dispose-drugs/index.html>

<sup>23</sup> Texas Health and Human Services (DSHS), bloodborne pathogens guidelines: <https://www.dshs.texas.gov/bloodborne-pathogens>

<sup>8</sup> Required Reporting of Administered Opioid Antagonist Medication to DSHS: <https://www.dshs.texas.gov/opioid-antagonist-required-reporting-administered-opioid-antagonist-medication-dshs#:~:text=In%20accordance%20with%2025%20Texas,from%20the%20date%20of%20administration>