



HEALTH SERVICES

SHAC Meeting Minutes

Date: October 6, 2026

Time: 11:30 pm

Location: Central Office Board Room

Meeting Type: Scheduled SHAC Meeting

1. Call to Order

The meeting was called to order at **12:00 PM** by **Brook Ratley**

2. Attendance

Brook Ratley, RN (Co-chair); Laurie Smith, BSN, RN; Casey Mayben (Chair); Jamie Bess; Chris Hackett; Johnathan Hill; Terraysa Pearson; Jennifer Rhyne; Zach Tomlinson.

3. Announcements & Updates

- **Unassigned Medications Policy:** Laurie Smith presented the *Unassigned Medications for Respiratory Distress Policy*.
- **Annual Staff Trainings:** The committee was informed of and discussed the completed required annual staff trainings, which include:
 - CPR/AED Certifications
 - Stop the Bleed
 - Seizure Training
 - Unassigned Diabetes Care Assistant (UDCA)
 - Narcan Administration
 - Medication Administration
 - Life Vac Training
- **Student Health Screenings:** An explanation of student health screenings (hearing, vision, and spinal) was provided, covering target age groups/grades completed and the student referral process.
- **Staff Vaccination Clinic:** Upcoming dates for the annual staff vaccination clinic were shared.
- **Future Meetings:** Proposed meeting dates for the remainder of the school year were reviewed.
- **Emergency Epi-Pen Policy Inquiry:** In response to a question raised by Dr. Rodney Burrow regarding an emergency Epi-pen policy, Laurie Smith explained the reasoning for why the district has not adopted the policy at this time.
- **Vision Screening Equipment:** A Welch Allyn Spot Vision Screener has been purchased and received. Policy guidelines and operational instructions will be introduced to nursing staff as soon as they are drafted.



- **Safety Equipment Acquisition:** An additional AED was purchased and will be housed in the Aubrey Pilgrim building.

5. Adjournment

With no further business to discuss, the meeting was adjourned.

Minutes submitted by: *Brook Ratley, RN* District Lead Nurse

Pittsburg ISD