
Note: For more information on implementing school district policies and administrative regulations related to medication, see the [Guide to Medication Administration in the School Setting](#)¹ from the Texas Department of State Health Services (DSHS), a reference and illustrative guide for school boards, school administrators, and school health staff.

**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 will be notified if appropriate. If the parent cannot be reached, the parent's instructions on the Authorization to Secure Emergency Medical Treatment of a Student [see FFAC(EXHIBIT-B)] will be followed if necessary.

**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. 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. [See FFAC(EXHIBIT-C) and FFAF]
4. 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 [see FFAC(EXHIBIT-A)] and the record of administration of medicine.

5. 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.
6. 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.
7. 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.
8. Hypodermic injections may be administered by a registered nurse, if available, when the parental request also includes the prescribing physician's request. The physician's request must include detailed information concerning the administration of the medication, as well as follow-up procedures. The student's parent 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 will be asked to pick up any medication within a specified amount of time. The District will dispose of any unclaimed medication.

Epinephrine Auto-Injectors

Definitions

Anaphylaxis

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

"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.

*Unassigned
Epinephrine
Auto-Injector*

An "unassigned epinephrine auto-injector" is an epinephrine auto-injector prescribed by an authorized health-care provider in the name of the school issued with a non-patient-specific standing delegation order for the administration of an epinephrine auto-injector,

issued by a physician or person who has been delegated prescriptive authority under Occupations Code, Chapter 157.

A “trained individual” or volunteer is a school employee or volunteer who has received required training and has signed the agreement to administer an unassigned epinephrine auto-injector.

[Coordinate the statements below with Board policy.]

Administration

The district will follow the prescription medication administration regulations above for students who have a prescribed epinephrine auto-injector available on campus.

Certain students at risk of anaphylaxis reactions may possess and self-administer prescription anaphylaxis medicine, including epinephrine auto-injectors, while on school property or at a school-related event or activity. Prior to self-possession or administration, a parent or guardian and a prescribing physician or health-care provider must fill out the Authorization for Self-Administration of Asthma and/or Anaphylaxis Medication form, FFAC(EXHIBIT-C).

Authorized and trained individuals may administer an unassigned epinephrine auto-injector on campus, at off-campus school events, and while in transit to and from a school event. Authorized, trained individuals will administer epinephrine only when that individual reasonably believes that a person is experiencing an anaphylactic reaction.

The District will ensure that at each campus at least one authorized and trained individual is present on campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

District Epinephrine Coordinator

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

Name: Betty Richardson or her replacement

Position: School Nurse

Address: PO Box 689, 411 West 6th Street, Forsan, TX 79733

Phone number: 432.457.2223, ext 821

Email: brichardson@forsan.esc18.net

Responsibilities

The District epinephrine coordinator will:

[Before revising this list to reflect District practice, see 25 Texas Administrative Code 37.605 for required duties of the District epinephrine coordinator and the schools.]

1. Oversee the acquisition or purchase of unassigned epinephrine auto-injectors.
2. Coordinate the disposal of expired unassigned epinephrine auto-injectors in accordance with guidelines in the [Guide to Medication Administration in the School Setting](#) and used unassigned epinephrine auto-injectors in accordance with guidelines in the [Model Bloodborne Pathogens Exposure Control Plan](#)².
3. Coordinate with each campus to ensure that the unassigned epinephrine auto-injectors 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 unassigned epinephrine auto-injectors.
6. Maintain agreements to administer an unassigned epinephrine auto-injector signed by each authorized and trained individual. [See FFAC(EXHIBIT-F)]
7. Ensure that each campus has at least one trained individual (e.g., school personnel) or volunteer.
8. Maintain documentation that each authorized individual received the required training.
9. Disseminate applicable District policies and procedures regarding epinephrine auto-injectors.
10. Document the number of and expiration dates for unassigned epinephrine auto-injectors available at each location where administration is authorized by Board policy.
11. Train campus staff on the inventory process used to check unassigned epinephrine auto-injectors monthly for expiration and replacement.
12. Provide guidance to campuses to ensure that unassigned epinephrine auto-injectors are securely stored and easily accessible to authorized and trained individuals.
13. Arrange for replacement of unassigned epinephrine auto-injectors 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 unassigned epinephrine auto-injectors.
16. Maintain contact information for any health-care providers who provide the standing orders for epinephrine, and consult with the physicians as needed.
17. Ensure that local emergency medical services are promptly notified when an individual is suspected of experiencing anaphylaxis and when an epinephrine auto-injector is administered.
18. Ensure the maintenance of documentation regarding notification of a parent, legal guardian, or emergency contact after emergency administration of an unassigned epinephrine auto-injector to a child.
19. Coordinate an annual review of the District's procedures.
20. Develop a map to be placed in high traffic areas that indicates the location of the unassigned epinephrine auto-injectors.

The school principal will identify specific individual employees, and/or volunteers, and/or Board members to administer unassigned epinephrine auto-injectors. Each individual must attend appropriate training. [See Training, below]

Notification

Before the start of each school year, the District will provide notice to parents that the District has authorized and trained individuals to administer an unassigned epinephrine auto-injector to a person who may be experiencing anaphylaxis. The District will provide notice within 15 calendar days of any change to these provisions or discontinuation of this service. [See FFAC(EXHIBIT-D)]

After Emergency
Administration to a
Child

If an individual administers an unassigned epinephrine auto-injector to a child, the school will promptly notify the child's parent, legal guardian, or emergency contact as soon as is feasible during the emergency response to suspected anaphylaxis.

Training

The District will annually train authorized individuals from each campus as required by law. The initial training will include hands-on training with an epinephrine auto-injector trainer. Documentation

that authorized individuals have received the required annual training is maintained at the nurses' elementary office by the District epinephrine coordinator. [See FFAC(EXHIBIT–E)]

Reporting

Within five business days after an individual has administered an unassigned epinephrine auto-injector, the individual will meet with the District epinephrine coordinator to document needed information for the DSHS electronic submission form.

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 commissioner of education, and the commissioner of state health services and report the information required by law. The electronic submission of the [Required Reporting of Administered Epinephrine Auto-Injectors to DSHS](#)³ 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. [See FFAC(EXHIBIT–G)]

Disposal

Expired

Unassigned epinephrine auto-injectors that have expired but have not been opened, administered, or used for any reason will be disposed of according to guidelines in the [Guide to Medication Administration in the School Setting](#) and any District-approved procedures related to medication disposal.

Used

Unassigned epinephrine auto-injectors that have been administered, opened, or used for any reason will be disposed according to guidelines in the [Model Bloodborne Pathogens Exposure Control Plan](#) and any District-approved procedures related to infectious waste disposal. [See also DBB(LEGAL)]

Annual Review

Unassigned epinephrine auto-injector procedures will be reviewed at least annually and after each administration of an unassigned epinephrine auto-injector.

¹ *Guide to Medication Administration in the School Setting*:
<http://www.dshs.texas.gov/schoolhealth/schnurs.shtm>

² *Model Bloodborne Pathogens Exposure Plan*:
https://www.dshs.texas.gov/idcu/health/infection_control/bloodborne_pathogens/plan/

³ Electronic Submission Form, Required Reporting of Administered Epinephrine Auto-Injectors to DSHS: <https://www.dshs.texas.gov/school-health/forms/ReportingForm-Epinephrine.aspx>