

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

**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 as designated in Skyward registration 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.
2. District employees authorized to administer medication will be provided orientation, instruction, and supervised practice appropriate to the task. Documentation of the training will be maintained by the campus RN.
3. Medication for a specific student will be provided and brought to school by the parent of the student. Students will not carry medication other than inhaler or epinephrine auto-injector or administer it to themselves unless authorized by their physician and permitted by state law. The physician must provide the District campus written documentation for the student to self-carry and self-administer (See FFAC 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 a medication administration record. Records will also include the parent's and or physician's written request.
5. The principal will provide locked storage space where all medication may be maintained apart from office supplies, stored at the appropriate temperature, and accessible only to authorized employees.
6. Each student's medication must have a label including the student's name, the name of the medication, directions concerning dosage, and the schedule for administration.
7. Unless a shorter duration is specified, all parent requests or permissions for the District to administer medication will expire

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

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 the parent and/or the physician for each new school year.

8. Hypodermic injections may be administered by a school 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.
10. The Superintendent or designee may approve additional procedures concerning the handling, storing, administering, transporting, and disposing of medication in accordance with law and policy.
11. If any person has incorrectly administered a medication to a student, this person must immediately contact poison control, the campus principal, and the school nurse.

**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.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

*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” is a school employee who has received required training and has signed the agreement list to administer an unassigned epinephrine auto-injector.

Administration

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

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 provide a doctor’s order that a student can self-carry asthma and/or epinephrine auto-injector medication.

Authorized and trained individuals may administer an unassigned epinephrine auto-injector per standing orders by the medical consultant for EMS ISD. 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:

Position: Director of Health Services

Address: 1600 Mustang Rock Fort Worth 76179

Phone number: 817- -232-0880

Responsibilities

The District epinephrine coordinator will:

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](#).
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. Ensure scheduling and coordinating with the campus nurses for the annual training.
5. Maintain signed training lists at each campus of individuals who can administer an unassigned epinephrine auto-injector.
6. Ensure that each campus has at least one trained individual (e.g., school personnel).
7. Disseminate applicable District policies and procedures regarding epinephrine auto-injectors.
8. The Coordinator is responsible for maintaining current supply and expiration dates of epinephrine auto-injectors.
9. Check inventory of unassigned epinephrine auto-injectors annually for expiration and replacement.
10. Provide guidance to campuses to ensure that unassigned epinephrine auto-injectors are accessible to authorized and trained individuals.
11. Arrange for replacement of unassigned epinephrine auto-injectors due to use or expiration.
12. Make reports required by law. [See Reporting, below]
13. 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.

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

14. Maintain contact information—with the EMS ISD medical consultant who provides the standing orders for epinephrine and consult with the physicians as needed.
15. Verify that, for each incident, that local emergency medical services were promptly notified when an individual is suspected of experiencing anaphylaxis and when an epinephrine auto-injector is administered.
16. Verify that, for each incident, documentation is maintained regarding required notification of a parent, legal guardian, or emergency contact after emergency administration of an unassigned epinephrine auto-injector to a child.
17. Coordinate an annual review of the District's procedures.

The school principal will identify specific individuals, which include trained employees, 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.

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 each campus clinic.

**Campus Epinephrine
Coordinator**

The school nurse will be the campus epinephrine coordinator.

Responsibilities

The campus nurse will:

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

1. Maintain a list of individuals authorized and trained at the campus level to administer unassigned epinephrine auto-injectors.
2. Conduct the annual training.
3. Ensure that authorized individuals at the campus level have attended the necessary training.
4. Promptly notify local emergency medical services when an epinephrine auto-injector is administered.
5. Check the inventory of unassigned epinephrine auto-injectors 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 in the District's online student management system, after emergency administration of an unassigned epinephrine auto-injector to a ~~child~~ student.
7. Report to the District epinephrine coordinator required information when an epinephrine auto-injector is used.
8. Maintain, store, and dispose of epinephrine auto-injectors in accordance with guidelines in the *Guide to Medication Administration in the School Setting* from DSHS.
9. Notify campus staff each year of location of unassigned epinephrine auto-injectors. Auto-injectors will be stored in tamper-evident bags located inside the designated campus AED box and in the campus emergency cart located in the campus health clinic.

**Campus Inventory
and Storage**

All campuses will have *unassigned epinephrine auto-injectors*. available to use at the campus during regular on-campus school hours and whenever school personnel are physically on site for school-sponsored activities.

The supply of unassigned epinephrine auto-injectors will be stored in the nurse's office and within tamper-evident bags located inside the designated campus AED box.

Reporting

Within five business days after an individual has administered an unassigned epinephrine auto-injector, the campus nurse will notify

WELLNESS AND HEALTH SERVICES
MEDICAL TREATMENT

FFAC
ADMINISTRATIVE REGULATION

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*¹ 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.

Disposal

Expired or Used

Unassigned epinephrine auto-injectors that have been used or 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.

Annual Review

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

¹ Electronic Submission Form, Required Reporting of Administered Epinephrine Auto-Injectors to DSHS: <https://www.dshs.texas.gov/school-health/forms/ReportingForm-Epinephrine.aspx>