

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

**Sec. 1. STANDARDS FOR ADMINISTERING MEDICATION AT SCHOOL**

All medications administered to students shall be FDA-approved pharmaceuticals administered within their approved dosage and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by IDEA Public Schools (“IDEA”) personnel.

**Sec. 2. AUTHORIZED PERSONNEL**

IDEA employees shall not give any student prescription medication, nonprescription medication, herbal substances, or dietary supplements of any type, except as provided below. Employees authorized by the Superintendent or designee may administer to students:

***a) Administering Prescription Medication***

Prescription medication upon written request to administer the medication from the student’s parent, guardian, or other person having legal control of the student. When administering prescription medication, the medication must be administered either:

1. From a container that appears to be from the original container and properly labeled; or
2. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

*Texas Department of State Health Services Guide to Medication Administration in the School Setting*

***b) Administering Nonprescription Medication***

***i. Nonprescription Medication Administered upon Parent Request***

When properly labeled and in the original container; nonprescription medication may be administered by authorized IDEA personnel upon a parent’s written request, or if required by the individualized education program (“IEP”) or Section 504 plan of a student with disabilities.

***ii. Nonprescription Medication Administered on Emergency Basis***

Authorized IDEA personnel may administer nonprescription medication on an emergency basis

Adopted on September 29, 2023, Revised on  
November 22, 2024

1 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

and consistent with protocols established by IDEA’s medical adviser, following written standing orders of a licensed physical or medical doctor, or in accordance with standards discussed in this Policy.

Parental consent is not required for the administration of nonprescription medication on an emergency basis under this policy, but a parent or guardian may provide written notice to a campus principal or designee if conditions exist in which their child should not receive nonprescription medication at school.

This policy will be amended, or an administrative regulation may be created if necessary to comply with final guidance or regulations from the State Board of Nursing regarding over the counter and non-prescription medications, to the extent it applies to licensed nursing professionals.

***c) Herbal Substances or Dietary Supplements***

Herbal substances or dietary supplements may be administered by authorized IDEA personnel **only if** required by the IEP or Section 504 plan of a student with disabilities.

***d) Provision of Medication Off-Campus at School-Sponsored Events***

For any IDEA student attending a field trip or off-campus school-sponsored event, any prescription medication that IDEA is required to administer under this policy shall be sent with the student’s teacher or another staff member trained in the proper administration of medication and who has been authorized to administer medication by the Superintendent or designee, along with instructions on the administration of the medication.

In addition to trained and authorized IDEA teacher(s) and/or nurse(s), a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas may serve as a IDEA volunteer to administer prescription and non-prescription medication in accordance with this policy when on field trips and/or off-campus or on school-sponsored events. Prior to being allowed to do so, such individuals must meet with the school nurse for instruction and training on administration of medication for applicable students.

Nonprescription medication(s) generally are not administered by IDEA during field trips and/or off-campus or on school-sponsored events.

In the event of an emergency medical situation involving an IDEA student for which no IDEA employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any IDEA employee in attendance.

**Sec. 3. PSYCHOTROPICS**

Adopted on September 29, 2023, Revised on  
November 22, 2024

2 of 12

Except as permitted by Education Code 38.016, an IDEA employee shall not:

1. Recommend to a student, parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent’s refusal to consent to psychiatric evaluation or examination or treatment of the student.

*Education Code 38.016.*

#### **Sec. 4. OPIOID ANTAGONIST MEDICATION**

##### ***a. General Guidelines***

The Board authorizes purchase of Opioid Antagonist Medication for use in a manner consistent with this policy and determines that such purchases are necessary in the conduct of the public school.

IDEA’s policy concerning the maintenance, administration, and disposal of opioid antagonists will apply to each campus of the school, including campuses serving students in a grade level below grade 6. *Education Code 38.222(b).*

School personnel and school volunteers who are authorized and trained may administer an opioid antagonists to a person who is reasonably believed to be experiencing an opioid-related drug overdose. *Education Code 38.222(c)(1).*

Such authorized and trained school employees and volunteers may administer the opioid antagonist medication on a school campus or at a school sponsored event in accordance with this policy and applicable administrative regulations.

For purposes of this policy, an “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. *Health and Safety Code 483.101.*

##### ***b. Prescription for Opioid Antagonists***

A physician or person who has been delegated prescriptive authority under Chapter 157, Occupations Code, may prescribe opioid antagonists in the name of IDEA. A physician or other person who prescribes opioid antagonists shall provide IDEA with a standing order for the administration of an opioid antagonist to a person reasonably believed to be experiencing an opioid-related drug overdose. The standing order is not required to be patient-specific, and the opioid antagonist may be administered to a person without a previously established physician-patient relationship.

Adopted on September 29, 2023, Revised on  
November 22, 2024

3 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

A standing order under this policy must contain:

- 1) Be issued by the State of Texas or lawful authority or otherwise as follows below;
- 2) The name and signature of the prescribing physician or other person;
- 3) The name of the school to which the order is issued;
- 4) The quantity of opioid antagonists to be obtained and maintained under the order; and
- 5) The date of issue.

A pharmacist may dispense an opioid antagonist to IDEA without requiring the name or any other identifying information relating to the user.

*Education Code 38.225.*

***c. Maintenance and Availability***

Opioid antagonist medication shall be stored in secure locations accessible by designated and trained employees, and in accordance with the drug manufacturer's instructions. Opioid antagonist medication shall be made readily available to designated employees who have completed the required training to administer in the event of suspected drug overdose. All designated and properly trained employees shall be made aware of the exact location of the opioid antagonist medication.

The District Nurse or designee shall regularly inventory and verify opioid antagonist medication supply, and maintain records thereof, in accordance with the established internal procedures and manufacturer recommendations. Expired, damaged, or used opioid antagonist medication shall be disposed of in accordance with established medical waste disposal procedures.

IDEA shall require that each school campus subject to Section 4 of this policy have one or more school personnel or volunteers authorized and trained to administer an opioid antagonist present during regular school hours.

*Education Code 38.222(b).*

***d. Training Requirements***

Before any school employee or volunteer may have custody of or administer an opioid antagonist medication under this policy, the employee must successfully complete an annual training program provided by IDEA. A list of employees who successfully complete such training shall be maintained, updated, and kept in IDEA's administrative office.

Trainings provided by IDEA must:

- 1) Include information on:

Adopted on September 29, 2023, Revised on  
November 22, 2024

4 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

- a. Recognizing the signs and symptoms of an opioid-related drug overdose;
  - b. Administering an opioid antagonist;
  - c. Implementing emergency procedures, if necessary, after administering an opioid antagonist; and
  - d. Properly disposing of used or expired opioid antagonists;
- 2) Be provided in a formal training session or through online education; and
  - 3) Be provided in accordance with IDEA’s policy on professional development, as applicable.

*Education Code 38.224.*

***e. Required Reporting***

Not later than the 10th business day after the date a school personnel member or school volunteer administers an opioid antagonist in accordance with this policy, IDEA shall report the information described below to:

- 1) The Board of Directors;
- 2) The physician or other person who prescribed the opioid antagonist; and
- 3) The Commissioner of State Health Services.

The report must include the following information:

- 1) The age of the person who received the administration of the opioid antagonist;
- 2) Whether the person who received the administration of the opioid antagonist was a student, a school personnel member or school volunteer, or a visitor;
- 3) The physical location where the opioid antagonist was administered;
- 4) The number of doses of opioid antagonist administered;
- 5) The title of the person who administered the opioid antagonist; and
- 6) Any other information required by the commissioner of education.

*Education Code 38.223.*

***f. Immunity from Liability***

A person who in good faith takes, or fails to take, any action under Section 4 of this policy or under Subchapter E-1, Chapter 38 of the Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. *Education Code 38.227.*

***g. Gifts, Grants, and Donations***

IDEA may accept gifts, grants, donations, and federal and local funds to implement Section 4 of this policy. *Tex. Educ. Code 38.226.*

Adopted on September 29, 2023, Revised on  
November 22, 2024

5 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

***h. Administrative Regulations***

The Superintendent or designee shall adopt administrative regulations to assist with implementation of Section 4 of this policy. Such regulations shall establish the number of opioid antagonists that must be available at each campus at any given time, and require that the supply of opioid antagonists at each school campus must be stored in a secure location and be easily accessible to school personnel and school volunteers authorized and trained to administer an opioid antagonist. *Education Code 38.222(c)(3), (4)*.

**Sec. 5. EPINEPHRINE AUTO-INJECTORS**

***a. General Guidelines***

The Board authorizes purchase of unassigned epinephrine auto-injectors in a manner consistent with this Policy and determines that such purchases are necessary in the conduct of the public school.

For purposes of this policy, the term “epinephrine auto-injector” means a disposable medical drug delivery device that contains a premeasured single dose of epinephrine that is intended to be used to treat anaphylaxis.

IDEA authorizes school personnel and volunteers who are authorized and trained to administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis on a school campus. School personnel and volunteers who are authorized and trained may also administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis at an off-campus school event or while in transit to or from a school event. *Education Code 28.208(b)*.

IDEA must ensure that each campus has one or more personnel or volunteers authorized and trained to administer an epinephrine auto-injector present during all hours a campus is open. *Education Code 38.208(d)*.

The supply of epinephrine auto-injectors at each campus must be stored in a secure location and be easily accessible to school personnel and volunteers authorized and trained to administer an epinephrine auto-injector. *Education Code 38.208(e)*.

IDEA employees and volunteers may not be subject to any penalty or disciplinary action for refusing to administer or receive training to administer epinephrine auto-injectors. *Education Code 38.208(d-2)*.

***b. Prescription of Epinephrine Auto-Injectors***

Adopted on September 29, 2023, Revised on  
November 22, 2024

6 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

A physician or person who has been delegated prescriptive authority under Chapter 157, Occupations Code, may prescribe epinephrine auto-injectors in the name of IDEA. A physician or other person who prescribes epinephrine auto-injectors shall provide IDEA with a standing order for the administration of, as applicable, an epinephrine auto-injector to a person reasonably believed to be experiencing anaphylaxis.

The standing order is not required to be patient-specific, and the epinephrine auto-injector may be administered to a person without a previously established physician-patient relationship.

The standing order must contain:

- 1) Be issued by the State of Texas or lawful authority or otherwise as follows below;
- 2) The name and signature of the prescribing physician or other person;
- 3) The name of the school to which the order is issued;
- 4) As applicable, the quantity of epinephrine auto-injectors to be obtained and maintained under the order; and
- 5) The date of issue.

A pharmacist may dispense an epinephrine auto-injector without requiring the name of any other identifying information relating to the user.

*Education Code 38.211.*

***c. Required Reporting***

Not later than the 10th business day after the date a school personnel member or school volunteer administers an epinephrine auto-injector in accordance with Section 5 of this policy, IDEA shall report the information described below to:

- 1) The Board of Directors;
- 2) The physician or other person who prescribed the epinephrine auto-injector to IDEA; and
- 3) The Commissioner of State Health Services.

The report required under this section must include the following information:

- 1) The age of the person who received the administration of the epinephrine auto-injector;
- 2) Whether the person who received the administration of the epinephrine auto-injector was a student, a school personnel member or school volunteer, or a 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.

Adopted on September 29, 2023, Revised on  
November 22, 2024

7 of 12



**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

*Education Code 38.209.*

***d. Training Requirements***

IDEA is responsible for training school personnel and school volunteers in the administration of an epinephrine auto-injector. The training must include information on:

- 1) Recognizing the signs and symptoms of anaphylaxis;
- 2) Administering an epinephrine auto-injector;
- 3) Implementing emergency procedures, if necessary, after administering an epinephrine auto-injector; and
- 4) Properly disposing of used or expired epinephrine auto-injectors.

Training required under this section must be provided:

- 1) In a formal training session or through online education; and
- 2) In accordance with IDEA's policy on professional development.

IDEA shall maintain records on the training required under this section.

*Education Code 38.210(a), (b), (c).*

***e. Notice to Parents***

IDEA shall provide written notice of the school's policy on the administration of epinephrine auto-injectors to parents of each student enrolled in IDEA. Such notice must be provided before the start of each school year. *Education Code 38.212.*

***f. Gifts, Grants, and Donations***

IDEA may accept gifts, grants, donations, and federal and local funds to implement Section 5 of this policy. *Tex. Educ. Code 38.226.*

***g. Immunity from Liability***

A person who in good faith takes, or fails to take, any action under Section 5 of this policy or under Subchapter E, Chapter 38 of the Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. *Education Code 38.215.*

**Sec. 6. PRESCRIPTION OF MEDICATION FOR RESPIRATORY DISTRESS**

Adopted on September 29, 2023, Revised on  
November 22, 2024

8 of 12



**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

A physician or person who has been delegated prescriptive authority under Chapter 157, Occupations Code, may prescribe medication for respiratory distress in the name of IDEA. A physician or other person who prescribes medication for respiratory distress shall provide IDEA with a standing order for the administration of, as applicable, medication for respiratory distress to a person reasonably believed to be experiencing respiratory distress.

The standing order is not required to be patient-specific, and medication for respiratory distress may be administered to a person without a previously established physician-patient relationship.

The standing order must contain:

- 1) The name and signature of the prescribing physician or other person;
- 2) The name of the school to which the order is issued;
- 3) As applicable, the quantity and types of medications for respiratory distress to be obtained and maintained under the order; and
- 4) The date of issue.

A pharmacist may dispense medication for respiratory distress without requiring the name of any other identifying information relating to the user.

*Education Code 38.211.*

***a. Information to Parents***

If medication for respiratory distress is administered to a student whose parent has not provided notification to IDEA that the student has been diagnosed with asthma, the school must refer the student to the student's primary care provider on the day the medication for respiratory distress is administered and inform the student's parent regarding the referral. The referral must include:

1. The symptoms of respiratory distress observed;
2. The name of the medication for respiratory distress administered to the student; and
3. Any patient care instructions given to the student.

*Education Code 38.208(b-2).*

If a student who has received medication for respiratory distress does not have a primary care provider or the parent has not engaged a primary care provider for the student, the student's parent must receive information to assist the parent in selecting a primary care provider for the student.

*Education Code 38.208(b-3).*

***b. Required Reporting***

Not later than the 10th business day after the date a school personnel member or school volunteer

Adopted on September 29, 2023, Revised on  
November 22, 2024

9 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

administers medication for respiratory distress to a person experiencing respiratory distress in accordance with this Policy, IDEA shall report the information described below to:

- 1) The Board of Directors;
- 2) The physician or other person who prescribed the medication for respiratory distress; and
- 3) The Commissioner of State Health Services.

The report required under this section must include the following information:

- 1) The age of the person who received the administration of the medication for respiratory distress;
- 2) Whether the person who received the administration of the medication for respiratory distress was a student, a school personnel member or school volunteer, or a visitor;
- 3) The dosage of the medication for respiratory distress administered;
- 4) The title of the person who administered the medication for respiratory distress; and
- 5) Any other information required by the commissioner of education.

*Education Code 38.2091.*

***c. Training Requirements***

IDEA is responsible for training school personnel and school volunteers in the administration of medication for respiratory distress. The training must include information on:

- 1) Recognizing the signs and symptoms of respiratory distress;
- 2) Administering medication for respiratory distress;
- 3) Implementing emergency procedures, if necessary, after administering medication for respiratory distress; and
- 4) Proper sanitization, reuse, and disposal of medication for respiratory distress.

Training required under this section must be provided:

- 3) In a formal training session or through online education; and
- 4) In accordance with IDEA's policy on professional development.

*Education Code 38.210(a-1), (b).*

***d. Notice to Parents***

IDEA shall provide written notice of the school's policy on the administration of medication for respiratory distress to parents of each student enrolled in IDEA. Such notice must be provided before the start of each school year. *Education Code 38.212.*

Adopted on September 29, 2023, Revised on  
November 22, 2024

10 of 12

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

PG-3.306

*e. Gifts, Grants, and Donations*

IDEA may accept gifts, grants, donations, and federal and local funds to implement Section 6 of this policy. *Tex. Educ. Code 38.226.*

*f. Immunity from Liability*

A person who in good faith takes, or fails to take, any action under Section 6 of this policy or under Subchapter E, Chapter 38 of the Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. *Education Code 38.215.*

**Sec. 7. ADMINISTRATIVE REGULATIONS REQUIRED**

The Superintendent or designee shall develop administrative regulations to manage the implementation of this policy in accordance with law and best practices disseminated by medical professionals, law enforcement, state and federal health agencies, and other credible health organizations. The administrative regulations shall address administering the authorized medication, training requirements for authorized staff, the process for the acquisition or purchase of the authorized medication, and the maintenance, expiration, disposal, and availability of the authorized medication at each campus.

**Sec. 8. DATE ADOPTED AND EFFECTIVE**

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on November 22, 2024 and it became effective on November 22, 2024.

**Sec. 9. RETENTION**

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**  
**POLICY GROUP 3 – STUDENTS**  
**ADMINISTERING MEDICATION AT SCHOOL**

**Sec. 10. CERTIFICATION**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Administering Medication, as originally adopted by the Board on September 29, 2023, and revised on November 22, 2024, is in full force and effect and has not been revoked or amended.

Signed by:

*Eduardo Rivera*

8DB22C2785DB409...

Board Secretary

11/22/2024

Date Certified