

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

PG-3.306

**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. 1. 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 may be administered by authorized employees only upon written request and written consent 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:
  - i. The original container; and
  - ii. Properly labeled; or
2. From a properly labeled unit dosage container filled by a registered nurse or another qualified school employee, as determined by the Superintendent or designee, from a container that appears to be the original container and to be properly labeled.

*Tex. Educ. Code § 22.052(a).*

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*

Nonprescription medication may be administered by authorized employees, including nurses, under direction of a physician licensed in the United States and with written consent to administer the medication from the student's parent, guardian, or other person having legal control of the

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student. When administering nonprescription medication, the medication must be:

1. Unexpired; and
2. Administered from a container that appears to be:
  - i. The original container; and
  - ii. Properly labeled; or
3. Administered in a dose that is consistent with the instructions on the container’s label.

*Tex. Educ. Code § 22.052(a-1).*

Nonprescription medication required by the individualized education program (“IEP”) or Section 504 plan of a student with disabilities will be administered by authorized IDEA personnel in accordance with this policy .

*ii. Nonprescription Medication Administered on Emergency Basis*

Authorized IDEA personnel may administer nonprescription medication on an emergency basis and consistent with protocols established by IDEA’s medical adviser, 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.

*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 accordance with this policy.

In addition to trained and authorized IDEA teacher(s), staff 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

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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 a 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.

***e) Parent Consent***

IDEA requires written consent from a student’s parent, guardian, or other person having legal control of the student before providing medication or conducting a medical procedure, except in the event of an emergency. For the purpose of obtaining such written consent for actions IDEA determines to be routine care provided by a person who is authorized by IDEA to provide physical or mental health-related services, IDEA may obtain consent at the beginning of the school year or at the time of the child's enrollment. Unless otherwise provided by a child's parent, written consent obtained in this manner is effective until the end of the school year in which the consent was obtained.

**Sec. 2. PSYCHOTROPICS**

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

1. Recommend that a 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.

*Tex. Educ. Code § 38.016.*

**Sec. 3. OPIOID ANTAGONIST MEDICATION**

***a. General Guidelines***

The Board authorizes the 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. *Tex. Educ. Code § 38.222(b).*

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School personnel and school volunteers who are authorized and trained may administer an opioid antagonist to a person who is reasonably believed to be experiencing an opioid-related drug overdose. *Tex. Educ. 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. *Tex. Health and Safety Code § 483.101*.

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

A physician or person who has been delegated prescriptive authority under Chapter 157, Texas 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.

A standing order under this policy 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) The quantity of opioid antagonists to be obtained and maintained under the order; and
- 4) 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.

*Tex. Educ. 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.

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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.

Tex. Educ. 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:
  - 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.

Tex. Educ. 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:

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- 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.

Tex. Educ. 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 Texas Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. Tex. Educ. 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.

***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. Tex. Educ. Code § 38.222(c)(3), (4).

**Sec. 4. EPINEPHRINE DELIVERY SYSTEMS**

***a. General Guidelines***

The Board authorizes purchase of unassigned epinephrine delivery systems 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 delivery system” means a medical delivery device approved by the United States Food and Drug Administration that delivers a dose of

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epinephrine intended for use to treat anaphylaxis, including: (1) an epinephrine auto-injector; and (2) an epinephrine nasal spray. *Tex. Educ. Code § 38.201(3-a)*.

IDEA authorizes school personnel and volunteers who are authorized and trained to administer an epinephrine delivery system 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 delivery system 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. *Tex. Educ. Code § 38.208(b)*.

IDEA must ensure that each campus has one or more personnel or volunteers authorized and trained to administer an epinephrine delivery system present during all hours a campus is open. *Tex. Educ. Code § 38.208(d)*.

The supply of epinephrine delivery systems 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 delivery system. *Tex. Educ. 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 delivery systems. *Tex. Educ. Code § 38.208(d-2)*.

***b. Prescription of Epinephrine Delivery Systems***

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

The standing order is not required to be patient-specific, and the epinephrine delivery system 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 of epinephrine delivery systems to be obtained and maintained under the order; and
- 4) The date of issue.

A pharmacist may dispense an epinephrine delivery system without requiring the name of any

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other identifying information relating to the user.

Tex. Educ. 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 delivery system 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 delivery system 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 delivery system;
- 2) Whether the person who received the administration of the epinephrine delivery system was a student, a school personnel member or school volunteer, or a visitor;
- 3) The physical location where the epinephrine delivery system was administered;
- 4) The number of doses of epinephrine delivery system administered;
- 5) The title of the person who administered the epinephrine delivery system; and
- 6) Any other information required by the Commissioner of Education.

Tex. Educ. Code § 38.209.

***d. Training Requirements***

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

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

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.

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

Tex. Educ. 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 delivery systems to parents of each student enrolled in IDEA. Such notice must be provided before the start of each school year. Tex Educ. 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 Texas Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. Tex. Educ. Code § 38.215.

**Sec. 5. UNASSIGNED MEDICATION FOR RESPIRATORY DISTRESS**

***a. General Guidelines***

The Board authorizes purchase of unassigned medication for respiratory distress 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, “medication for respiratory distress” means albuterol, levalbuterol, or another medication designated by the Health and Human Services Commission for the treatment of respiratory distress. Tex. Educ. Code § 38.201(3-a).

School personnel and school volunteers who are authorized and trained may administer medication for respiratory distress to a person reasonably believed to be experiencing respiratory distress on a school campus, or at a school-sponsored or school-related activity on or off school property. Tex. Educ. Code § 38.208(b-1).

IDEA will ensure that each campus has one or more personnel authorized and trained to administer medication for respiratory distress present during regular school hours. Tex. Educ. Code § 38.208(d-1).

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The supply of medication for respiratory distress at each campus must be stored in a secure location and be easily accessible to authorized school personnel and school volunteers. Tex. Educ. Code § 38.208(e-1).

IDEA employees and volunteers may not be subject to any penalty or disciplinary action for refusing to administer or receive training to administer medication for respiratory distress. Tex. Educ. Code § 38.208(d-2).

IDEA is not required to purchase medication for respiratory distress or require any other expenditure related to the maintenance or administration of medication for respiratory distress that would result in a negative fiscal impact on IDEA. Tex. Educ. Code § 38.208(f).

***b. Prescription of Medication for Respiratory Distress***

A physician or person who has been delegated prescriptive authority under Chapter 157, Texas 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.

Tex. Educ. Code § 38.211.

***c. 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:

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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.

Tex. Educ. 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. Tex. Educ. Code § 38.208(b-3).

***d. Required Reporting***

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

Tex. Educ. Code § 38.2091.

***e. 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

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- 4) Proper sanitization, reuse, and disposal of medication for respiratory distress.

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.

Tex. Educ. Code § 38.210(a-1), (b).

***f. Contract with Vendor***

The IDEA Board of Directors may contract with a vendor to provide: (1) medication for respiratory distress and related equipment to the school; and (2) training to school personnel and school volunteers authorized to administer medication for respiratory distress under this subchapter. Tex. Educ. Code § 38.2115.

***g. 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. Tex. Educ. Code § 38.212.

***h. 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.

***i. 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 Texas Education Code, is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act. Tex. Educ. Code § 38.215.

**Sec. 6. ADMINISTRATIVE REGULATIONS REQUIRED**

The Superintendent 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.

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**Sec. 8. ADMINISTRATIVE PROCEDURES**

IDEA shall formally implement administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, IDEA shall not adopt, and are prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, IDEA shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, IDEA shall either recommend an amendment to this policy or the Board’s approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

**Sec. 9. DATE ADOPTED AND EFFECTIVE**

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on June 16, 2026, and it became effective on June 16, 2026.

**Sec. 10. RETENTION**

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

**Sec. 11. CERTIFICATION**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Administration of Medication, as originally adopted by the Board on September 29, 2023, and as subsequently amended by the Board on November 22, 2024, and June 16, 2026, which Policy, as amended, is in full force and effect and has not been revoked or amended.

Signed by:  
  
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Ed Rivera, Secretary

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