
Note: Additional information and procedures related to the administration of medication, emergency care, and first aid can be found in Modules 5 and 9 of the Texas Department of State Health Services' *Texas Guide to School Health Programs* at <https://www.dshs.state.tx.us/schoolhealth/pgtoc.shtm>.

Guidelines and protocols related to athletic trainers can be found on the Texas Department of State Health Services' *Advisory Board of Athletic Trainers* website at <http://www.dshs.state.tx.us/at/>.

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 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.
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