

Hickman County Board of Education

	Descriptor Term: Emergency Medication	Descriptor Code: 6.4051	Issued Date: 08/04/25
		Rescinds: 6.4051	Issued: 06/05/23

1 This policy addresses those instances when students need to receive medication in an emergency
2 situation. Board Policy 6.405 addresses instances wherein students take medicine during the school
3 day in non-emergency situations.

4 School personnel, who volunteer, under no duress or pressure and have been properly trained by a
5 registered nurse, are permitted to administer glucagon in emergency situation to a student based on
6 physician's order and/or the student's Individual Health Plan (IHP). If the school nurse is on site, the
7 nurse shall provide the service to the student.¹

8 The school nurse shall be responsible for updating and maintaining each IHP. There must be a
9 parent/guardian signature on file giving permission prior to training school personnel to administer
10 glucagon.

11 Following are specifics relating to glucagon and diazepam. Volunteer personnel, trained by a
12 registered nurse, may administer emergency medication to a student based on that student's Individual
13 Health Plan (IHP) or a physician's standing order. A call to 911 will be made in the event of these
14 emergencies.

15 DEFINITION OF GLUAGON

16 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.
17 It must be injected with a syringe into the body like insulin.

18 WHEN TO USE GLUCAGON

19 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by
20 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

21 TRAINING

- 22 1. Review physicians' orders for glucagon and parent/guardian permission on file.
- 23 2. The volunteer must complete an initial in-depth diabetes-related training recognizing
24 signs and symptoms of hypoglycemia and respond with student-specific interventions.
- 25 3. The volunteer trainee must be able to state glucagon's action and the need for its use.
- 26 4. The volunteer trainee must be able to state how glucagon should be prepared, the
27 dosage, and side effects as well as follow-up care after the administration of glucagon.

5. The volunteer trainee must be able to identify where glucagon will be stored (must be kept in a secure location away from heat and direct light) and readily available to the student.
6. The volunteer trainee will notify or delegate notification of EMS/911 personnel, parents/guardian, and the school nurse any time glucagon is administered to any student.
7. The volunteer trainee must document observations, administration of glucagon, and follow-up care on the appropriate diabetic and medication forms.
8. Training will be provided until competency is demonstrated, and retraining shall be completed on a yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's name, date of training, and documentation of competency of trainee to administer glucagon. A copy of the trainee's competency training form will be kept in the employee's personnel file.

DEFINITION OF DIAZEPAM (DIASTAT)

Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure discharges. This special formulation of diazepam is administered rectally as a gel.

School personnel who volunteer under no duress or pressure and who have been properly trained by a registered nurse or employed or contracted by the Hickman County School System may administer anti-seizure medication, including diazepam gel to a student in an emergency situation based on the student's IHP. If the school nurse is available, on site, and able to reach the student within the time limit for administration specified in the IHP, then the school nurse shall provide this service to the student.

WHEN TO USE DIASTAT

Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall immediately summon local emergency medical services to the school to provide necessary monitoring of transport to safeguard the health and condition of the student.

Trained volunteer school personnel administering anti-seizure medications, any registered nurse who provides training to administer such medications, and any local board of education shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in the administration of such medications, if performed pursuant to the policies and guidelines developed by the departments of health and education and approved by applicable regulatory or governing boards or agencies.

The Hickman County School System shall not assign a student with epilepsy or other seizure disorder to a school other than the school for which the student is zoned or would otherwise regularly attend because the student has a seizure disorder.

A student's parent/guardian, who has given the student's school written authorization to administer anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or school nurse if anti-seizure medication or prescription over-the-counter medicines are administered at a

time at which the student is not present in school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. Such notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

TRAINING

Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a school nurse in an emergency situation, the student's parent/guardian shall provide:

1. The school with a written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner, which shall contain the student's name, the name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered;
3. Prior to its date of expiration, the prescribed medication to the school is in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.

EMERGENCY ALLERGY RESPONSE PLAN

The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to: education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.²

Using the state food allergy guidelines plan as a guide, the direction shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.³

EPINEPHRINE³

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Director of Schools/designee is authorized to seek epinephrine through a prescription written to Hickman County School District. Upon the issuance of the auto-injectors, the Director of Schools shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. [TCA 49-50-1602\(b\)](#)
2. [TCA 49-50-1602\(g\)](#)
3. [Public Acts of 2026, Chapter No. 947](#)

Cross References

Medicines 6.405