

Hilldale Board of Education Policy
Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and
Stocking of Epinephrine and Inhalers

(a) **Purpose.** The purpose of this policy is to provide clear guidance to school personnel, the students, and the parent(s) or guardian(s) regarding the self-administration of prescribed medication for asthma, anaphylaxis, and cystic fibrosis. This policy also outlines procedures for the stocking and administration of epinephrine and inhalers by trained school staff in the event of an emergency. It is intended to support student health, safety, and compliance with state law, specifically the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified in statute Title 70 O.S. § 1-116.3, as amended.

(b) **Definitions.**

(1) **“Inhaler”** means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

(2) **“Medication”** means, for purposes of this policy, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

(3) **“Respiratory distress”** means the perceived or actual presence of coughing, wheezing or shortness of breath.

(4) **“Self-administration”** means a student's use of medication pursuant to prescription or written direction from a physician.

(c) **Policy Statement.** It is the policy of the Hilldale Board of Education to allow students with asthma, anaphylaxis, or cystic fibrosis to self-administer prescribed medication in accordance with Title 70 O.S. § 1-116.3. The Hilldale Public Schools supports responsible self-care by students who have been properly instructed in medication administration and whose parent(s) or guardian(s) and physician(s) have submitted the required documentation. In addition, the district shall maintain and administer stock medication for emergency use by trained personnel, as mandated by the *Emerson Kate Cole Act*. The provisions herein are intended to safeguard student health in the event of an unexpected medical crisis such as anaphylaxis or respiratory distress.

(d) **Student Self-Administration Requirements.** A student may self-administer medication under the following conditions:

(1) **Parental Authorization.** Written permission must be submitted by the parent(s) or guardian(s) authorizing self-administration.

(2) **Physician Statement.** A written statement from the treating physician must confirm:

(A) the diagnosis (asthma, anaphylaxis, or cystic fibrosis);

(B) the student's ability to self-administer; and

(C) that the student has received proper instruction.

(3) **Emergency Supply.** An emergency supply of the student's medication must be provided to the school.

(4) **Liability Notification.** The parent(s) or guardian(s) shall be notified in writing that the school district assumes no liability from injuries resulting from self-administration.

(5) **Waiver Acknowledgement.** The parent(s) or guardian(s) must sign a waiver acknowledging no liability on the part of the school district.

(6) **Annual Renewal.** All documentation must be updated annually each school year.

(7) **Student Possession.** Authorized students may carry their prescribed medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.

(c) **Stock of Epinephrine and Inhalers.** The Hilldale Public Schools may elect to stock epinephrine and/or inhalers:

(1) **Epinephrine.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer epinephrine if they believe, in good faith, that a student is experiencing anaphylaxis.

(B) **Waiver Requirement.** A signed waiver of liability from the parent(s) or guardian(s) must be on file prior to any administration.

(C) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining epinephrine at each school site.

(D) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an epinephrine to their student.

(2) **Inhalers.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer an inhaler if they believe, in good faith, that a student is experiencing respiratory distress.

(B) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining the inhalers and any required spacers or chambers.

(C) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an inhaler to their student.

(f) **Field Trip and Off-Campus Activity Protocol.** For off-campus activities or field trips, the supervising staff shall ensure students authorized to self-administer medication have access to their prescribed medications. Staff shall also ensure that emergency response protocols are in place and that trained personnel are available to respond appropriately to symptoms of anaphylaxis or respiratory distress.

(g) **Documentation and Recordkeeping Procedures.** All documentation related to self-administration permissions, physician statements, and liability waivers shall be securely maintained in the student's health record and accessible to authorized personnel.

(h) **Storage and Maintenance.** Each school site shall maintain at least two epinephrine and two inhalers with spacers or holding chambers in a secure and accessible location. Designated staff shall be responsible for regularly monitoring expiration dates and ensuring timely replacement of expired stock medication.

(i) **Staff Training Protocol.** In accordance with the *Emerson Kate Cole Act*, the Hilldale Board of Education shall ensure all teachers and school employees who are directly responsible for students complete annual training on food allergies, recognizing anaphylaxis, and administering epinephrine. This training must be completed before the school year begins or upon hiring, shall be documented

in personnel files, and may be delivered online or in person by a school nurse or a recognized training program.

(j) **Emergency Protocol.** If a student is believed to be experiencing an anaphylactic reaction or respiratory distress, a school employee shall immediately contact 911, and if properly trained and authorized, administer the appropriate medication. The responding staff member shall inform emergency personnel of the symptoms observed and any medication administered. The parent(s) or guardian(s) shall be notified as soon as possible following the incident.

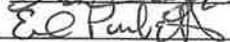
(k) **Implementation and Review.** This policy shall be reviewed and updated annually. The Hilldale Board of Education shall adopt and implement, at a minimum, the provisions of the model policy created by the Oklahoma State Board of Education, in consultation with the State Board of Health, as required by the *Emerson Kate Cole Act*.

(l) **Liability Protection.** The Hilldale Public Schools, its employees, and agents shall not be held liable for any injury resulting from the self-administration or emergency administration of medication in accordance with this policy. This protection extends to situations in which medication is administered, not administered, or self-administered, provided the action or inaction is based on the good-faith judgment of authorized personnel. Additionally, any licensed physician who prescribes stock medication to the district shall be immune from liability for any injury resulting from the use of such medication.

(m) **Legal Authority.** This Hilldale Public Schools board of education policy is aligned with the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified at Title 70 O.S. § 1-116.3, as amended, and the model policy and rules developed by the Oklahoma State Department of Education in consultation with the State Board of Health.

Approved by the Hilldale Public Schools Board of Education on September 2, 2025.

Board President: 

Superintendent: 

Legal Reference: Title 70 O.S. § 1-116.3

Appendices (Optional)

Districts may include supporting forms or templates, such as:

- Parent/Guardian Authorization Form
- Physician Self-Carry Approval Form