

**GUIDELINES FOR SCHOOLS**

**REPORTING OPIOID ANTAGONIST  
ADMINISTRATION**



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

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## Background

**Texas Education Code (TEC), Section 38.222**, requires school districts to adopt and implement a policy regarding the maintenance, administration, and disposal of opioid antagonists at each campus in the district that serves students in grades 6 through 12. The statute allows school districts to adopt a policy at each campus in the district that serves students below grade 6. Open-enrollment charter schools and private schools may adopt and implement a policy regarding the maintenance, administration, and disposal of opioid antagonists at:

- Campuses of the school serving students in grades 6 through 12, or
- Each campus of the school, including campuses serving below grade 6.

For more information on the requirements and applicability of the policy, please read **TEC, Section 38.222** and **25 Texas Administrative Code (TAC), Chapter 40, Subchapter F**.

## Reporting Opioid Antagonists

As required by **TEC Section 38.223** and **25 TAC Section 40.87**, the campus must submit a report no later than the 10th business day after the date a school personnel member or school volunteer administers an opioid antagonist in accordance with the unassigned opioid antagonist medication policy. The campus must report the administration of an opioid antagonist to:

- The school district, the charter holder if the school is an open-enrollment charter school, or the governing body of the school if the school is a private school;
- The physician or other person who prescribed the opioid antagonist; and
- The Department of State Health Services (DSHS).

For a list of required content in the report, please read **TEC, Section 38.223(b)**.

The report to DSHS must be submitted using the *Opioid Antagonist – Required Reporting of Administered Opioid Antagonist Medication to DSHS* electronic form available on the **DSHS School Health Program website**.

## How to submit an opioid antagonist report

Below is a step-by-step guide on how to find, fill out, and submit the reporting form, *Opioid Antagonist – Required Reporting of Administered Opioid Antagonist Medication to DSHS*.

### Step 1: Navigating to the DSHS School Health Program webpage

In your web browser, search for “Texas DSHS School Health Program” or type “[dshs.texas.gov/texas-school-health](https://dshs.texas.gov/texas-school-health).” The webpage will look like the picture below. Depending on your device, navigate to the left or top navigation bar on the webpage and select “Required Reporting Forms.”

Figure 1. DSHS School Health Program website with an arrow indicating the location of the required reporting forms.

Home / Texas School Health Program



#### Texas School Health Program

- Allergies and Anaphylaxis
- Texas Guide to School Health Services >
- Professional School Nursing >
- Funding Opportunities >
- Required Reporting Forms < >
- Coordinated School Health >
- Healthy School Environment
- Texas School Health Advisory Committee (TSHAC) >
- Friday Beat
- Stock Epinephrine Advisory Committee
- School Health Advisory Councils

#### Our Mission

The Texas School Health Program envisions a Texas where all children are healthy, ready to learn and prepared to make healthy lifelong choices.

Our mission is to support education and public health partners with impacting school health issues using the “Whole School, Whole Community, Whole Child” approach. Evidence shows that when schools address students’ health needs, they can improve student performance and ease financial constraints.

While the Texas School Health Program does not regulate schools, we do provide school health leadership, support, and guidance to Texas school districts. This includes comprehensive school health and safety issues regarding the Whole Child, Whole School and Whole Community by:

- Maintaining the linkage between the Texas Department of State Health Services and school districts as it relates to health promotion and chronic disease;
- Engaging in collaborative efforts with internal and external partners and stakeholders;
- Ensuring infrastructure to provide support to schools;
- Serving as the central source for resources and tools in support of school health evidence-based programs, practices and policies; and
- Disseminating timely school health-related information and data.

## Step 2: Locating the opioid antagonist reporting form

The DSHS School Health Program oversees many different required reporting forms. Scroll to the heading titled “Opioid Antagonist Medication.” The organizations that should use the respective reporting form are listed under this heading. Click “Report Administered Opioid Antagonist Medication to DSHS.” There is only one reporting form for opioid antagonists.

**Please note:** The bottom of the webpage has resources for opioid antagonists and other unassigned medications.

Figure 2. DSHS School Health Program Required Reporting Forms webpage with an arrow indicating the location of the Opioid Antagonist reporting form.

### Get in Touch

#### Email

[SchoolHealth@dshs.texas.gov](mailto:SchoolHealth@dshs.texas.gov)

#### Phone

[512-776-7279](tel:512-776-7279)

#### Fax

[512-776-7555](tel:512-776-7555)

#### Mailing Address

Texas School Health Program  
PO Box 149347  
MC 1945  
Austin, TX 78714-9347

[Youth Facilities - Report Unassigned Administered Epinephrine Auto-Injectors to DSHS](#)

## Epinephrine Auto-injectors: Certain Entities

- Amusement parks
- Restaurants
- Sports venues

[Certain Entity or Venue - Report Unassigned Administered Epinephrine Auto-Injectors to DSHS](#)

## Opioid Antagonists

- School districts
- Open-enrollment charter schools
- Private schools

[Report Administered Opioid Antagonist Medication to DSHS](#)



## Asthma and Anaphylaxis-related Resources

(All items below are Word documents unless noted otherwise.)

- [School Asthma Action Plan](#)
- [Metered Dose Inhaler Administrative Guideline](#)
- [Possible Problem List for Meter Dose Inhaler](#)
- [Benefits and Risk Management Checklist](#)
- [Sources for MDI](#)
- [Unassigned Epinephrine Anaphylaxis Protocol](#)
- [Severe Allergic Reaction - Anaphylaxis Protocol](#)
- [Your Rights Under Section 504 of the Rehabilitation Act](#) [pdf]
- [Managing Students With Health Issues: Section 504 Plans, DNR Orders, and Contagious Diseases](#) [pdf]

### Step 3: Completing the reporting form

The *Opioid Antagonist – Required Reporting of Administered Opioid Antagonist Medication to DSHS* form is a web-based reporting form that will work on most devices. If you are having issues completing the reporting form, please contact the School Health Program at (512) 776-7279 or [SchoolHealth@dshs.texas.gov](mailto:SchoolHealth@dshs.texas.gov).

#### School Information

In the spaces provided, type the:

- Name of the school district, open-enrollment charter school or private school;
- Name of the person completing the form; and
- Email of the person completing the form.

Be sure to spell out the name of the school to ensure that DSHS has the correct information from your report.

In the dropdown panel, select the Education Service Center region for your school district, open-enrollment charter school, or private school. A map of the Education Service Center regions can be found on the [Texas Education Agency website](#).

#### Recipient Information

Select the category that best fits the person who received the opioid antagonist and type the age of the person who received the opioid antagonist.

**Please note:** Each reporting form corresponds to one person who received an opioid antagonist for one overdose event. If a person is administered multiple opioid antagonists for a single overdose event, report all administered doses on one form. If multiple people are administered an opioid antagonist, submit a report for each person.

#### Location and Dosage Information

In the space provided, type the physical location where the opioid antagonist was administered. The question is asking for the location on campus where the dose was administered, **not** where on the person's body.

Type the number of doses administered, following the dosing instructions from the manufacturer, and select the type of dose administered.

## **Other Information**

Click on the blank space under the date administered question and select the date that the opioid antagonist was administered to the person (**not** the date you are reporting it to DSHS).

Type the title of the person who administered the opioid antagonist and select if the school's unassigned opioid antagonist was used or one carried by an EMT, student, volunteer, etc.

From the list provided, select the individuals/entities notified following the administration of the opioid antagonist. This notification can be through any means, e.g., email, phone call, in person, etc.

Select the most appropriate option to describe what occurred after the person received the opioid antagonist. If none of the options apply, then select "other" and specify in the space provided.

## **Symptom Information**

Individuals can exhibit multiple signs of an opioid drug overdose. Select all signs the recipient exhibited prior to receiving the opioid antagonist. If there are additional signs not listed, then select "other" and specify in the space provided.

## **Submit the Report**

Review all your answers for completion and accuracy. Questions marked with a red asterisk must be completed before the webpage will allow you to submit the reporting form.

Answer the CAPTCHA (Completely Automated Public Turning test to tell Computers and Humans Apart) math question in the space provided. An incorrect or blank answer will prevent the reporting form from being submitted.

Finally, click "submit" to submit the report to DSHS.

## **Step 4: Confirmation that DSHS received your report**

The DSHS School Health Program will review your report to ensure that it is completed properly and complies with the reporting requirement. If there is an error in the reporting form, the DSHS School Health Program will send a follow-up email to the email

address that you typed in the reporting form to seek clarification. Please respond quickly to any follow-up email from the DSHS School Health Program as your report will be marked as incomplete until the error is resolved.

If everything is complete, the DSHS School Health Program will send a confirmation email to the email address that you typed in the reporting form.

### **Step 5: Save for your records**

Once you receive the confirmation email, be sure to save the email. Records relating to implementing and administering the school district, open-enrollment charter school, or private school's unassigned opioid antagonist medication policy must be retained per the campus record retention schedule (**25 TAC Section 40.87**).

## Contact Information

If you have any questions or concerns about these guidelines or how to correctly submit the *Opioid Antagonist – Required Reporting of Administered Opioid Antagonist Medication to DSHS* form, please contact the DSHS School Health Program at (512) 776-7279 or [SchoolHealth@dshs.texas.gov](mailto:SchoolHealth@dshs.texas.gov).

For more information about the DSHS School Health program, visit the website at: [dshs.texas.gov/texas-school-health](https://dshs.texas.gov/texas-school-health).

## School Health Program

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Austin, Texas 78756

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Texas School Health Program

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