

California School Stock Albuterol Program Readiness Checklist

Plan

- ☐ Convene a planning team to review [Education Code 49414.7](#).
 - Planning teams may include representation from legal counsel, administrators, school nurses, and other key decision makers.
 - Schools, districts, and county offices of education should work together to decide who will lead this effort.
 - Review California Department of Education (CDE) guidance: [Administration of Albuterol Inhalers - Health Services & School Nursing \(CA Dept of Education\)](#).
 - Questions regarding school site eligibility for the stock albuterol may be addressed to the CDE at osbhp@cde.ca.gov.
- ☐ After reviewing Education Code requirements, the planning team should determine school sites' readiness to implement a stock albuterol program.
- ☐ Planning team should determine whether their school board considers any specific policy necessary to support a stock albuterol program; if a policy is necessary, the planning team should determine whether an applicable policy already exists, or whether the team should propose one.
 - ☐ If necessary, engage with school board and other key decision makers to create and pass school board policy.

Prepare

- ☐ Partner with school site staff to ensure school site(s) are ready to receive stock albuterol:
 - ☐ Identify accessible, centralized storage locations on each campus for albuterol metered-dose inhalers (MDIs) and spacers.
 - Stock medications must be stored in a secure but easily accessible location; not locked.
 - Albuterol MDIs should be stored at room temperature, away from direct sunlight or heat sources.
 - All school staff should be aware of stock albuterol storage location(s).
 - ☐ Identify school nurses and volunteer staff for stock albuterol administration training.
- ☐ Schools, districts, and county offices of education should work together to set up coordinated training for school nurses and volunteer staff for stock albuterol administration.
 - [Albuterol administration training](#) is available through the [CA School Nurses Organization](#) (CSNO) for free to public school districts. Private schools may access it at their own cost (\$45 for CSNO members and \$200 for non-CSNO members).

- ☐ Schools, districts, and county offices of education should work together to track initial and ensure annual refresher training of school nurses and volunteer staff.
- ☐ Schools, districts, and county offices of education should work together to establish/update a medication administration system for [tracking](#) the administration of albuterol.
 - Schools, districts, and county offices of education may create their own tracking form for albuterol administration or use a template.
 - A sample albuterol administration tracking form is available on the [CDPH School Hub](#) or email safeschools@cdph.ca.gov
- ☐ Schools, districts, and county offices of education should work together to establish/update a system for [reporting](#) administration of albuterol to CDPH within three business days.

Order

- ☐ Apply for the [Albuterol Standing Order](#).
 - Schools, school districts, and county offices of education should generate a list of all schools for which they are applying and the number of albuterol MDIs and spacers requested on hand to facilitate their standing order application.
 - ☐ Save and print the albuterol standing order once it generates; do not navigate away from the page while it loads.
- ☐ Acquire albuterol and spacers using the standing order.
 - The following entities are known to accept the albuterol standing order:
 - [Amneal NOW](#)
 - Free Back-to-School Packs of 2 albuterol MDIs and 25 spacers available for public and charter schools, once per year for 3 years through the CalRx School Albuterol Access Initiative. Private schools may order products at their own cost.
 - If using the CalRx School Albuterol Access Initiative, guidance on ordering products is available [here](#).
 - [Vons](#)
 - [Safeway](#)
 - [Albertsons](#)
 - [School Health Supply](#)
- ☐ Distribute albuterol MDIs and spacers to school sites (as applicable).

Administer

- ☐ Follow the [CDE](#) and [CSNO guidelines](#) for the administration of an emergency stock albuterol MDI to provide emergency medical aid to people suffering, or reasonably believed to be suffering, from respiratory distress.
- ☐ Follow manufacturer and [CSNO guidelines](#) for cleaning, storage, and disposal of albuterol MDIs and spacers.

Follow Up

- ☐ Follow school/school district/county office of education policies on medication administration and tracking.
- ☐ [Report](#) administration of albuterol to CDPH within 3 business days.
- ☐ [Renew](#) albuterol standing order annually in January.
- ☐ If an albuterol MDI is empty, expires, or becomes inoperable, order refills using the existing standing order. Active standing orders can be used for unlimited refills.

Resources/Links

Below is a list of links provided throughout the document:

- [Stock Albuterol Education Code 49414.7](#)
- Albuterol Administration Standards:
 - [Administration of Albuterol Inhalers - Health Services & School Nursing \(CA Dept of Education\)](#)
 - [CA School Nurses Organization Albuterol Administration Training](#)
 - [Link to free training for public school districts only](#)
- [CDPH Albuterol Standing Order Application](#)
- [CDPH Albuterol Administration Reporting Form](#)

Entities known to accept the CDPH Albuterol Standing Order:

- [Amneal NOW](#) (CalRx School Albuterol Access Initiative)
- [Vons](#)
- [Safeway](#)
- [Albertsons](#)
- [School Health Supply](#)