

**BOARD OF EDUCATION GUIDELINES  
FOR SCHOOL-CONNECTED OVERDOSE  
RESPONSE AND PARENTAL  
NOTIFICATION POLICIES  
(DRAFT)**

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## INTRODUCTION

In 2022, Governor Glenn Youngkin introduced his [Right Help, Right Now initiative](#), a comprehensive plan to transform Virginia’s behavioral healthcare system. The plan is aimed at addressing a mental health care crisis in Virginia by expanding access to services, improving the quality of care, and reducing strain on emergency rooms, law enforcement, and families dealing with mental health emergencies. The *Right Help, Right Now* plan was built on six pillars:

1. Offer same-day care for behavioral health crises;
2. Relieve law enforcement burdens and reduce criminalization of mental health;
3. Expand capacity to serve people;
4. Target support for substance use disorders and overdose;
5. Strengthen behavioral workforce; and
6. Identify innovations to close capacity gaps.

On November 1, 2023, Governor Glenn Youngkin issued [Executive Order 28](#), prioritizing the safety and well-being of Virginia’s children by mandating comprehensive guidance on addressing school-connected overdoses with a focus on parental notification within 24 hours of a school-related overdose event. The order was made in direct response to nine students who overdosed on fentanyl from the same high school in Loudoun County in October 2023. Four of the student overdoses happened while at school, the rest occurred off campus. Three of the students who overdosed on campus were given the anti-overdose drug Naloxone, and school staff also performed CPR on two of those students. Parents were not notified of these life-endangering events until at least 20 days later<sup>1</sup>.

Governor Youngkin issued Executive Order 28 to ensure this situation did not happen again, directing the Virginia Department of Education (VDOE) to provide guidance for school divisions to create parental notification protocols and strengthen law enforcement collaboration within 24 hours in response to school-related drug overdoses. This order also directed VDOE to issue information to local school divisions and parents about drug education and prevention programs for students. Additionally, Superintendent’s Memorandum #144-23, released November 17, 2023, includes a [best practices resource document](#) further detailing action steps to ensure transparency, prevention, and swift response in Virginia public schools.

VDOE’s [official guidance](#) became final on February 15, 2024. These guidelines outline:

- a. Parent notification protocols;
- b. Collaboration processes between local school divisions and law enforcement agencies; and
- c. Education programs and resources for students, parents, and school personnel to ensure the health and safety of all students in Virginia.

The 2024 General Assembly furthered this bi-partisan effort by passing Senate Bill 498 (Senator Jennifer Carroll Foy), which added § [22.1-272.1:1](#) to the *Code of Virginia* requiring the Virginia Board of Education (Board) to create guidelines on school-connected overdose policies, response, and parental notification.

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<sup>1</sup> [Virginia governor orders school systems to tell parents about overdoses within 24 hours – NBC4 Washington \(nbcwashington.com\)](#)

*The Board shall establish guidelines for school-connected overdose response and parental notification policies to aid local school boards in the implementation of such policies.*

*The guidelines shall include:*

*(i) a [model action plan](#) for each school board to follow in responding to any school-connected overdose, including communicating and coordinating with (a) the Department and (b) the applicable law-enforcement liaison or the local law-enforcement agency that, pursuant to § [22.1-280.2:3](#), employs such school division's school resources officers, and*

*(ii) criteria for issuing parental notification to ensure sensitivity to the privacy interests of affected individuals and compliance with any applicable law, rules, or regulations relating to the disclosure and protection of a minor's personal, confidential, or otherwise sensitive information.*

This document outlines: 1) guidelines, 2) model action plans for school divisions and local school boards, 3) templates for action plans and communications, and 4) resources to support local school division best practices for school divisions. This coordinated set of guidelines aligns the requirements issued by Executive Order 28, § 22.1-272.1:1., and § 22.1-280.2:3. The VDOE collaborated with the Secretary of Health and Human Resources, Secretary of Education, Secretary of Public Safety and Homeland Security, Department of Behavioral Health and Developmental Services, the Virginia Department of Health, and the Department of Criminal Justice Services, and has had significant feedback from families, educators, law enforcement, and community members.

## TERMINOLOGY

**Overdose:** An overdose occurs when a toxic amount of a drug or combination of drugs overwhelms the body. *Opioid* overdoses happen when there are so many opioids or a combination of opioids and other drugs in the body that the victim is not responsive to stimulation and/or breathing is inadequate (National Harm Reduction Coalition). Confirmation of an overdose is determined by medical and law enforcement professionals who are trained to medically/scientifically verify that the student emergency is an overdose.

**School-connected student overdose:** A confirmed overdose on campus during school hours or during a school-connected event. School-sponsored activities include all components of the school day including bus stops, transportation, activities on the school campus, off-campus field trips, and any extracurricular event on or off the school campus (including but not limited to preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities). Schools should consult with their legal team to determine all activities and events that may be considered “school-connected.”

**Opioid:** An opioid is a drug that can originate from natural, semi-synthetic, or fully synthetic sources. Opioids work by binding to the opioid receptors in the brain to block or dull pain, while also releasing dopamine, the feel-good chemical. It can be produced legally by pharmaceutical companies for medicinal purposes or through

illicit production. They can often be prescribed for things like surgery and pain management. Potency varies widely, and tolerance builds quickly and can be extremely addicting.

**Naloxone:** A lifesaving medication that can reverse the effects of an opioid overdose. This medication needs to be administered right away, which is why the U.S. Food and Drug Administration (FDA) approved an easy-to-use nasal spray version. Naloxone also comes in an injectable syringe, which can be used by trained first responders and medical professionals. A person experiencing an opioid overdose may present with various changes in demeanor and breathing, most notably shallow, slow, or no breathing at all. Naloxone can temporarily reverse the effects of an opioid overdose and help the person to breathe again. Naloxone is often referred to by its brand name, Narcan.

## **A. GUIDELINES FOR COMMUNICATING SCHOOL-CONNECTED OVERDOSES**

**Parent Notification:** As directed by Executive Order 28 and subsequent VDOE Guidance, there are clear expectations for parent notification in Virginia. When notifying all parents within a school division about a school-connected student overdose, school divisions should consider the following best practices when using regular communication channels, issuing notification within 24 hours of a confirmed school-connected student overdose, and ensuring protection of student privacy.

**1. Notifying All Parents:** School divisions should notify all families in the school division when a school-connected student overdose occurs. It is important to make sure that parents (all legal parent and guardian points of contact in the student enrollment paperwork) can engage effectively in supporting their child/children in understanding the event that occurred in their school community, the dangers of drug use, and reinforce parent-school partnerships.

A school division may consider differentiating communications for all school division parents and communications with parents of a specific school/student body involved in the school-connected student overdose. The school impacted by the school-connected student overdose may want to provide additional targeted layers of communications around the event, preventative education tools, and emergency drug use resources.

**2. Using Regular Communication Channels:** School divisions across the Commonwealth often use regular or typical methods of communication to make a division-wide announcement and should continue to use the same methods of communication when making a school-connected student overdose notification. For example, school divisions often use email as a primary method for “regular communications” and collect emails and alternate communication methods when asking parents to complete a student’s yearly enrollment form. The VDOE recommends that school divisions use a multi-delivery communication approach and consider additional communication methods for the parents of the school directly involved in the school-connected student overdose.

**3. Within 24 hours:** Often medical events require medical and/or law enforcement investigations to determine what occurred. While it is important to notify families as quickly as possible, the Department recommends that the school division allow the medical and law enforcement professionals to medically/scientifically verify that the student emergency is an overdose and it is school-connected. School personnel should always work closely with law enforcement as well as the student’s medical team to ensure that accurate information is shared with families.

**4. School-connected student overdose:** When a school division considers the definition of a “school-connected event”, schools should consider the legal requirements of what would be considered “a school-sponsored” activity. School-sponsored activities include all components of the school day including bus stops, transportation, activities on the school campus, off-campus field trips, and any extracurricular event on or off the school campus (including but not limited to preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities).

When considering “overdose”, this language includes any drug-related overdose, including alcohol.

**5. Ensuring Student Privacy Protections:** Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law protecting the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA regulations (34 C.F.R. Part 99) impose limits on schools’ disclosure of *personally identifiable information* from students’ education records. Information reporting the fact of a school-associated overdose may lawfully be shared in a communication from the school division either:

- (1) With the written consent of the parent (for a student under the age of 18) or the student (if the student is over the age of 18) (34 C.F.R. § 99.30); or
- (2) The information shared does not allow for the identification of a student to someone who does not have personal knowledge of the relevant circumstances, such de-identified information may be shared without consent. (34 C.F.R. § 99.31(b))

There are other situations under which FERPA may permit the disclosure of personally identifiable information from students’ education records to be shared without consent, such as during a health or safety emergency. School divisions should consult with their legal counsel on FERPA’s requirements on the disclosure of any school-associated overdose.

## B. GUIDELINE-REQUIRED MODEL ACTION PLAN FOR RESPONDING TO SCHOOL-CONNECTED OVERDOSES

*Please note: A fillable template is available as Appendix A.*

Response and notification procedures to a potential overdose on school grounds should be aligned with and incorporated into existing [School Crisis, Emergency Management, and Medical Response Plans](#). The following guidelines were modeled after the federal government's school and district guides: [Guide for Developing High-Quality School Emergency Operation Plans \(School Guide\)](#) and [The Role of Districts in Developing High-Quality School Emergency Operations Plans \(District Guide\)](#).

The steps below are meant to be used as a model for school divisions in creating school-connected overdose response and parent notification plans. Final school division plans will vary based on factors that are unique to each division's geographical area, parent and community input, staff capacity, and school-community providers. Local school boards should oversee the adoption of localized templates and steps for action to ensure school division plans meet the expectations of their local community.

### **Step One: Mobilize Team and Activate Notification/Response Plan**

School divisions must already have a team in place to ensure a comprehensive approach to overdose prevention and response. An effective school team should monitor local trends in all student-based overdoses and changes in the local drug market, plan prevention and intervention strategies, and determine communication protocols and messaging. School divisions should use this guide to ensure that their current team and plan are effective and refine as necessary.

**Who should be on this team?** As the school division is reviewing their processes and plan, the planning team should include a school administrator(s), school nurse, school counselor, school social worker, school psychologist, teacher representative, student or family representatives, local law enforcement, local emergency medical services (EMS), local healthcare professionals, communications or family engagement personnel, and community service board representatives. The team should have regularly scheduled meetings to create, implement, and maintain the plan as well as to analyze data which inform prevention, response, and notification processes. This team should closely coordinate with local law enforcement and have regular communication with community drug enforcement efforts.

**What data should the team use to understand student drug use in your community?** The planning team should regularly review local overdose and student drug-use trends, meet regularly to assess data and adjust prevention strategies, and ensure regular collaboration with key community thought partners to stay informed on evolving trends and adjust strategies as necessary. Drug use in a community is a multifaceted issue; therefore, collaborative discussions involving data should also include representatives of families, law enforcement, health professionals, community service boards, and the local school board to ensure transparency and engagement of multiple perspectives. Data can be collected from multiple sources, which may include, but are not limited to:



- Data provided by local law enforcement partners through a Memorandum of Understanding (MOU);
- Student/parent surveys, interviews, or panels;
- The [Virginia Department of Health](#), which provides drug overdose and related outcomes data that include overdose deaths, emergency room visits, and overdose data summary by regions;
- The [National Center for Health Statistics](#) (NCHS) at the Centers for Disease Control (CDC) and Prevention, which collects information on deaths involving drugs commonly associated with fatal overdose;
- The NCHS’s 12-month-ending [Provisional Drug Overdose Death Counts](#) by state and drug category;
- Timely data related to unintentional and undetermined intent drug overdose deaths by participating jurisdiction available from the [State Unintentional Drug Overdose Reporting System](#) (SUDORS); and
- Data related to nonfatal drug overdoses reported through [CDC’s Drug Overdose Surveillance and Epidemiology](#) (DOSE) system.

**Has the planning team participated in resource mapping to better understand the potential prevention and intervention strategies and resources available for students and families?** The school division planning team will lead its schools in using a multi-tiered approach for selecting strategies to prevent student overdoses. To better understand the community’s resources and needs so that a solution can be enacted, school divisions – with community partners – can develop a resource map for awareness, prevention, and recovery supports and resources in the area. In addition to supporting schools with the selection of their substance use prevention and intervention strategies, these resources can be provided to families when a student experiences an opioid overdose or is seeking assistance.

For more information on resource mapping, see [National Alliance on Mental Illness](#) and [Harvard Graduate School of Education](#).

**What resources exist to support the implementation of overdose awareness and prevention strategies?** School division awareness and prevention strategies should be implemented at each school. A strong awareness and prevention strategy is an effective way to prevent youth substance misuse and create supportive learning environments. The strategy should be a school and community-wide effort utilizing all educational staff, stakeholders, and resources to create safe school environments, continually educate parents and students about how to prevent misuse and addiction, deliver evidence-based prevention programs in the school setting, train staff and pertinent stakeholders, and provide referral pathways for students and families seeking treatment.

**Table 1: School-Based Awareness and Prevention Resources**

<b>Resource</b>	<b>Description</b>
<a href="#">One Pill Can Kill</a>	The One Pill Can Kill campaign, launched by Virginia Attorney General Jason Miyares and First Lady Suzanne S. Youngkin, is a public awareness initiative to help generate open, honest conversations among families about the extreme threat that counterfeit drugs and opioids pose.
<a href="#">It Only Takes One</a>	In partnership with the Virginia Foundation for Healthy Youth and the One Pill Can Kill campaign, It Only Takes One is a statewide initiative launched by First Lady Suzanne S. Youngkin to drive awareness and begin conversations around the risks of fentanyl among Virginia’s youth.



<a href="#">Curb the Crisis</a>	Curb the Crisis features information about where to seek treatment for opioid misuse for yourself or a loved one. Alongside the latest research on the opioid crisis, it also contains information on referral and treatment services in Virginia.
<a href="#">The Drug Abuse Resistance Education (D.A.R.E)</a>	D.A.R.E is a drug abuse prevention education program designed to equip elementary, middle and high school children with knowledge about drug abuse, the consequences of abuse, and skills for resisting peer pressure to experiment with drugs, alcohol, and tobacco.
<a href="#">Operation Prevention</a>	Operation Prevention, created by the Drug Enforcement Agency (DEA) and Discovery Education, provides no-cost online tools that support every member of the community with the power of prevention. Information is provided on life-saving conversations with English & Spanish language resources for students in grades 3-12, plus additional resources designed for educators and families.
<a href="#">REVIVE! Teen Module</a>	This resource from the Department of Behavioral Health and Developmental Services (DBHDS) is designed to help teenagers understand the real risks of opioids. The module aims to break the stigma around opioid overdoses and start conversations about prevention and preparedness in an event of an opioid overdose.
<a href="#">Danger of Fentanyl Lessons</a>	The Virginia Foundation for Healthy Youth developed these lessons and webinar for high school students.
<a href="#">Virginia Rules</a>	Virginia Rules is an educational program designed to help instructors, parents, and students understand the laws that apply to Virginia teens in their everyday lives. Information includes violations and penalties regarding possession, sale, distribution, and manufacturing of opioids in the school setting.

**Table 2: Additional School Division Resources to Support Awareness and Prevention**

Resource	Description
<a href="#">Best Practices on Naloxone Possession and Administration in Response to a Suspected Opioid Overdose in the School Setting</a>	This resource may be used by school divisions to assist in developing local school policies in response to a suspected opioid overdose.
<a href="#">Substance Use Disorders and Opioid Addiction in School Communities</a>	The VDOE’s <a href="#">Career and Learning Center for School Mental Health Professionals</a> offers this nine-module training series that provides school divisions and relevant stakeholders with important information on opioid overdose prevention, effective approaches, and access to care.
<a href="#">REVIVE! Training Information</a>	This training from DBHDS provides training on how to recognize and response to an opioid overdose emergency using naloxone.

*Parent Notification and Data Privacy*

As noted in [Executive Order 28](#) and above, planning teams and model action plans must focus on transparency to parents and community awareness to ensure the safety and well-being of Virginia’s children. A failure to promptly notify parents endangers the health and welfare of their children and limits parents’ fundamental right to make decisions concerning the upbringing, education, and care of their children.

The following key questions and answers are designed to support public school efforts in developing and administering parent notification action plans to ensure communication within 24 hours of a school-connected overdose and ensure compliance with all laws governing student data privacy.

1. **When must school divisions notify parents?** At the start of each school year, parents are to be notified of the communication protocols in the event a school-connected overdose occurs. Messaging should encourage parents to be partners with their school in prevention efforts. Providing parents with the information they need to have tough conversations at home has the potential to prevent future overdoses and possibly save lives. Governor Glenn Youngkin released [Executive Order 28](#) on November 1, 2023, to increase transparency and community awareness in order to ensure the safety and well-being of Virginia’s children. The VDOE created the [Executive Order 28: Best Practices Document](#) to support that effort.

A school-connected overdose has the potential to disrupt the school environment. The response to these events should be designed to determine the facts, disseminate accurate information, restore equilibrium, and support productive and appropriate responses. A common reaction to such situations is to generate rumors or stories to fill in information that is not available. School staff should provide necessary, clear and timely communication about known factual information about the situation to control rumors from spreading. The [School Crisis, Emergency Management, and Medical Emergency Response Plan Template](#) from the Virginia Department of Criminal Justice Services may be helpful in the development of this plan.

School divisions shall notify all families in the school division within 24 hours when a school-connected student overdose is confirmed. It is important to make sure that parents (all legal parent and guardian points of contact in the student enrollment paperwork) can engage effectively in supporting their child/children in understanding the event that occurred in their school community, the dangers of drug use, and reinforce parent-school partnerships. A school division may consider differentiating communications for all school division parents and communications with parents of a specific school involved in the school-connected student overdose. The school impacted by the school-connected student overdose may want to provide additional targeted layers of communications around the event, preventative education tools, and emergency drug use resources.

Often medical events require medical and/or law enforcement investigations to determine what occurred. It is important to notify families as quickly as possible, and VDOE recommends that the school division allow the medical and law enforcement professionals to medically/scientifically verify that the student emergency is a school-connected student overdose. School personnel should always work closely with law enforcement as well as the student’s medical team to ensure that accurate information is shared with families.

2. **How should school divisions notify parents?** School divisions across the Commonwealth often use regular or typical methods of communication to make a division-wide announcement and should consider using the same methods of communication when making a school-connected student overdose notification. For example, school divisions often use email as a primary method for “regular communications” and collect emails and alternate communication methods when asking parents to complete a student’s yearly enrollment form. It is recommended that school divisions consider using this or similar methodology and consider additional communication methods for the parents of the school directly involved in the school-connected student overdose. All communication must maintain student privacy in compliance with Family Educational Rights and Privacy Act (FERPA) regulations. Sample templates for communication can be found in the [Sample Communications Examples and Model Templates](#) section of this document.
3. **How can school divisions ensure protection of student privacy?** Student privacy is governed by FERPA (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law protecting the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA regulations (34 C.F.R. Part 99) impose limits on schools’ disclosure of personally identifiable information from students’ education records. Information reporting a school-connected overdose may lawfully be shared in a communication from the school division either after the **removal of all personally identifiable information** provided that the educational agency or institution or other party has made a reasonable determination that **a student’s identity is not personally identifiable**, whether through single or multiple releases, and taking into account other reasonably available information. (34 C.F.R. § 99.31(b)).

*There are other situations under which FERPA may permit the disclosure of personally identifiable information from students’ education records to be shared without consent, such as during a health or safety emergency. School divisions should consult with their legal counsel on FERPA’s requirements on the disclosure of any school-connected overdose.*

**To ensure effectiveness of communications, the following questions should be used to guide school divisions in creating notifications:**

1. Do we have a clear definition of “school-connected” as it relates to locations and activities where an overdose may occur and response is required?
2. Do our communications, response plan, and notifications ensure the protection of student privacy and comply with both [FERPA and Health Insurance Portability and Accountability Act \(HIPAA\)](#)?
3. Does our dissemination plan include multiple methods of communication that have been relayed to families and parents?
4. Do our notifications inform families on how to proactively protect their children regarding substance use?
5. Do our notifications educate families on how to engage in conversations with their child regarding substance use?
6. Do our notifications explain how families can contact the school or community partners for support if needed?
7. In addition to school-connected overdoses, do our notifications encompass other community indicators of elevated risk regarding school-connected substance use or overdoses in the community?

**How often should the division response and notification plan be updated?** To ensure proper maintenance of the action plan for responding to school-connected overdoses, the division collaborative planning team shall review and revise the plan at least annually and include input from all pertinent stakeholders. As changes occur in substance use and abuse (e.g., by the population most affected or the types of drugs most prevalent), planning teams may need to update their plans accordingly. Individuals with roles outlined in the plan are trained and retrained as needed. At a minimum, plans should be reviewed each school year and shared with parents to ensure relevancy and accuracy.

## **Step Two: Initiate Intervention Plan**

In addition to developing an effective response and notification plan, the division team is responsible for providing guidelines for its schools to support students returning after an overdose.

**What resources exist to support students who are returning to school after an overdose?** Returning to school after an overdose requires a coordinated and compassionate approach, as it can be a stressful transition for the student. Supports or interventions may be necessary.

Additionally, the overdose may be a symptom of a larger issue or unmet need. Schools should maintain effective referral pathways within schools or between parents, schools, and community-based mental health providers. Sharing patient files supports comprehensive and coordinated care plans for those students who overdose; schools can create an uninterrupted transition of care by facilitating the exchange of information among the various individuals and organizations involved in supporting the student. If appropriate, school staff should secure a release to exchange information with the student's out-of-school providers so that the school and the provider can coordinate efforts. Once established, schools should maintain relationships with these providers to assist in the transition of services between school and community.

School division policies should include procedures for holding a re-entry meeting for any student returning to school following a crisis (including an overdose). The meeting should be scheduled prior to the student's return to school or on the day of return, which may depend upon hospitalization or other interventions. This process can be incorporated into existing team structures that design support plans for students. The support plan format for this meeting can be similar to the format for other situations when students need additional support.

The division's resource map should be consulted when developing a support plan. Examples of potential student supports (with parental consent) may include:

- Arranging for tutoring or any extra academic supports that may be needed;
- A check-in process with school counselor and/or other school staff at specified intervals and/or as needed;
- Participation in substance misuse education or counseling;
- Peer supports or mentoring; and
- Identifying additional community resources for the student and family.

## GUIDANCE ON COLLABORATION WITH LAW ENFORCEMENT AGENCIES

Creating close collaboration between local school divisions and local law enforcement to prevent student overdoses is imperative in creating both a prevention and response plan to school-connected overdoses. School divisions, in collaboration with local law enforcement agencies, are required to:

- identify a law enforcement liaison or a school resource officer; and
- update the memorandum of understanding every two years.

Code of Virginia § [22.1-280.2:3](#) requires the following:

- A. *“The school board in each school division in which the local law enforcement agency employs school resource officers, as defined in § 9.1-101, shall enter into a memorandum of understanding with such local law enforcement agency that sets forth the powers and duties of such school resource officers.”*
- B. *“The chief local law-enforcement officer for any local school division in which a public elementary or secondary school does not employ a school resource officer as defined in § 9.1-101, shall designate a law-enforcement officer to receive, wither in-person or online, the training set forth in subsection E of § 22.1-279.8. Such officer shall serve as the law-enforcement liaison for the school administrator...”*

The Department also recommends that all school divisions regularly review their memorandum of understanding to ensure that clear collaboration protocols are established for student overdoses. The school division should also encourage the local law enforcement to work with the [Fusion Center](#), which is a collaborative effort of state and federal agencies working in conjunction with local partners to understand threats to public safety.

The Virginia Department of Criminal Justice Services (VDCJS) has a [model MOU](#) available that school divisions and local school boards should consider. In addition, VDOE recommends that local law enforcement and school divisions discuss how student overdoses will be confirmed and how to create collaborative communications that support strong parent engagement and effective investigation processes. School divisions should also consider sharing this updated MOU with families and with the community in their next regular monthly communications. When updating protocols around collaboration, a school division should visit the [Virginia Center for School and Campus Safety](#) at VDCJS for additional resources and training.

## GUIDANCE ON REQUIRED COMMUNICATION TO VDOE

**How can school divisions collaborate with VDOE?** As with any health emergency that occurs during school hours or events, schools should have a process in place for documenting in the student health record when any medical assistance is given to a student, including if Naloxone/Narcan is administered.

**School divisions are required to report to VDOE all confirmed school-connected overdoses where parent notification has occurred.**

Upon confirmation of a school-connected overdose, school divisions must report the event to VDOE within 48 hours via the School-Connected Overdose Reporting Form in the SSWS SBAR application. The SSWS will automatically generate a post-event action plan form for a school division to complete and return to VDOE detailing actions taken by the division to report to parents and respond to the school-connected overdose. The VDOE will be available for technical assistance and training for school divisions as requested and will coordinate with partner state agencies, including the Virginia Department of Criminal Justice Services, to respond to division safety and training needs. Contact [student.services@doe.virginia.gov](mailto:student.services@doe.virginia.gov) to request assistance.

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# APPENDIX A: SAMPLE MODEL ACTION PLANNING TEMPLATE

## Step One: Mobilize Team and Activate Notification/Response Plan

This notification/response plan was developed through a collaborative process involving the following members of the crisis management team:

Name	Title	Organization	Signature

This team has regularly scheduled meetings (at least annually) to create, implement, and maintain the plan and analyze data to inform prevention, response, and notification processes. The meeting date(s) for this school year are:

The planning team should share and discuss overdose and drug-use data relevant to the school and community.

Data Sources	Summary Statements of Findings	Notes from Team Discussion

The planning team identifies courses of action for accomplishing the specific response and notification of a school-connected overdose. This plan should align with the school’s current Board-approved Crisis Management Plan.

Action Step	Lead Staff Member(s)	Timeline
Annual notification to parents regarding the communication protocols in the event a school-connected overdose occurs.		Beginning of school year
Organize overdose prevention training for school personnel and document which employees have been trained in Naloxone administration.		



Organize the implementation of overdose awareness and prevention strategies for students.		
If an overdose is suspected: Are the <a href="#">best practices for the administration of Naloxone in the school setting</a> being followed?		
If an overdose is suspected: Who will be responsible for communicating with the family of the student?		
If an overdose is confirmed: Who will be responsible for communication with local law enforcement?		
If an overdose is confirmed: Who will be responsible for notifying families of enrolled students?		
Has the notification language been reviewed and approved by law enforcement partners prior to distribution?		
If an overdose is confirmed: Who will facilitate the re-entry meeting for the student?		
If an overdose is confirmed: Who will report the event to VDOE within 48 hours via the School-Connected Overdose Reporting Form in the SSWS SBAR application?		
If an overdose is confirmed. Who will be responsible for working with VDOE to coordinate training and/or technical assistance from VDOE, VDCJS, or other entities?		

Development of a crisis management plan is not a one-time task. Changes in personnel, policies, resources, and conditions may occur that require plans to be updated and refined. Updates will be incorporated as necessary, during revision processes. Use the table on page 34 of the [School Crisis, Emergency Management, and Medical Emergency Response Plan Template](#) to record changes made each year.

## Step Two: Initiate Intervention Plan

Action Step	Lead Staff Member(s)	Timeline
Lead the completion/review of resource map.		Beginning of school year
Share resource map with school community.		
Organize overdose prevention training for school personnel and document which employees have been trained in Naloxone administration.		
Organize the implementation of overdose awareness and prevention strategies for students.		
If an overdose is confirmed: Who will facilitate the re-entry meeting for the student?		

## APPENDIX B: SAMPLE COMMUNICATIONS EXAMPLES AND MODEL TEMPLATES

### Email Template One Message that Includes Substance Specifics

Dear {name of school} Families,

On {insert date}, a student experienced a medical emergency on school grounds. Immediate medical assistance was provided, and the student is currently receiving care. We learned today that this medical event was a school-connected overdose due to fentanyl poisoning.

We understand that this news is concerning and want to assure you that we are committed to the safety and well-being of all students. Our staff has been trained on how to handle such emergencies, and we are working closely with local authorities to prevent future incidents.

*Example of information local law enforcement may provide: Local law enforcement has informed us that this fentanyl-related overdose was linked to illegally made fentanyl. The student did ingest the illicit fentanyl via pill form. The pill was manufactured to look similar to authentic oxycodone (circular, small, light blue in color with an M marked on one side and the number 30 on the other). Please see the photo provided by law enforcement for what they believe the illicit pill may have looked like.*

*Local law enforcement has asked us to remind the community of the following:*

- *Illegally made fentanyl is available on the drug market in different forms, including liquid and powder.*
- *Powdered fentanyl looks just like many other drugs. It is commonly mixed with drugs like heroin, cocaine, and methamphetamine and made into pills that are made to resemble other prescription opioids.*

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- *You can't smell or taste fentanyl. You can't tell if there's fentanyl in the pills by looking at them.*
- *The amount of fentanyl can vary between pills, even within the same batch. While one pill might get a person high without killing them, a different pill from the same batch could be fatal.*

If you or your student have any information regarding this incident or if you find a pill that you believe may have been illegally made, please contact local law enforcement by calling: {insert contact information}.

If your child needs help with substance misuse, please consult with their pediatrician or another healthcare provider. Counseling services are available for any student who may need support during this time. We encourage you to discuss the dangers of fentanyl with your children and remain vigilant for any signs of drug use.

If you have any questions or need further assistance, please contact {insert contact information}.

Thank you for your attention and support.

### **Email Template Two: Student is Receiving Medical Treatment**

Dear {name of school} Families,

We are writing to inform you about a serious incident that occurred at our school. On {date}, a student experienced an overdose on school grounds. Immediate medical assistance was provided, and the student is currently receiving care.

We understand that this news is concerning and want to assure you that we are committed to the safety and well-being of all students. Our staff has been trained on how to handle such emergencies, and we are working closely with local authorities to prevent future incidents.

We continue to stay in close contact with our local law enforcement and will work to keep parents informed of any updates or any additional information we receive. If your child needs help with substance abuse, please consult with their pediatrician or another healthcare provider. Counseling services are available for any student who may need support during this time. We encourage you to discuss the dangers of fentanyl with your children and remain vigilant for any signs of drug use.

Please see our {title and hyperlink to webpage with resources for parents} for more information about how you can protect your child. If you have any questions or need further assistance, please contact {insert contact information}.

Thank you for your attention and support.

### **Email Template Three: Date and Resources Shared**

Good afternoon, this is {name} principal of {school}, with an important message. This morning, we were informed of a school-connected overdose that occurred on {date} at {name of school}. We continue to stay in

close contact with our local law enforcement and will work to keep parents informed of any updates or any additional information we receive.

We encourage families to have conversations with their children about the risks of drugs at home. Conversations about medication safety are vital, make sure your children know to never take any medications without asking you first. The following resources can provide you with additional information on how to begin these conversations at home.

- [What Every Parent and Caregiver Needs to Know About Fake Pills](#)
- [Start A Conversation: 10 Questions Teens Ask About Drugs and Health](#)
- [Growing Up Drug Free: A Parent's Guide to Substance Use Prevention](#)

If your child needs help with substance abuse, please consult with their pediatrician or another healthcare provider. Our Community Service Board is also available to assist and can be contacted at {insert contact information}. To receive free resources, visit [The Partnership to End Addiction](#) webpage, answer a few questions about your concerns and receive a confidential and personalized list of resources. You will also have the option to connect with a helpline specialist.

We are partnering with local authorities in both our response and prevention efforts. If you have any questions or concerns, please contact {insert contact information}.

#### **Email Template Four: Off-Site School-Connected Overdose**

Good afternoon, this is {name} principal of {school}, with an important message. Today we were informed of a school-connected overdose that occurred on {date} while {name of school} students were on a field trip to {location of field trip}.

Local law enforcement has asked that we share the following details about this incident with you {insert information provided by law enforcement}.

We encourage families to have conversations with their children about the risks of drugs at home. Conversations about medication safety are vital, make sure your children know to never take any medications without asking you first. The following resources can provide you with additional information on how to begin these conversations at home.

- [What Every Parent and Caregiver Needs to Know About Fake Pills](#)
- [Start A Conversation: 10 Questions Teens Ask About Drugs and Health](#)
- [Growing Up Drug Free: A Parent's Guide to Substance Use Prevention](#)

If your child needs help with substance abuse, please consult with their pediatrician or another healthcare provider. Our Community Service Board is also available to assist and can be contacted at {insert contact information}. To receive free resources, visit [The Partnership to End Addiction](#) webpage, answer a few questions about your concerns and receive a confidential and personalized list of resources. You will also have the option to connect with a helpline specialist.

We are partnering with local authorities in both our response and prevention efforts. If you have any questions or concerns, please contact {name}, {phone number}, {email address}.

**Text Message Template:**

Student Safety Announcement: On {date} a school-connected overdose occurred at {name of school}. For more information and resources for supporting your child, please refer to an email sent by {name of administrator} earlier today.

## **APPENDIX C: SAMPLE WEBSITE WITH SUBSTANCE MISUSE PREVENTION RESOURCES FOR FAMILIES**

Having a curated list of resources that are organized and easily accessed by the community is beneficial throughout the year but can be especially helpful when responding to a school-connected overdose. This [Webpage Template on Substance Misuse Prevention Resource for Parents and Caregivers](#) can be incorporated into existing resource lists or revised to fix the needs of your school community.

This template includes information about multiple substances; however, it could be adapted to only include information and resources regarding opioids. Schools are encouraged to consult with local law enforcement and healthcare providers to identify information about local supports and resources that they may also wish to include.