

## EMERGENCY EPINEPHRINE AUTO-INJECTOR PROCEDURE

Goal: To ensure an organized, efficient and effective response to undiagnosed life threatening allergic reactions requiring the use of an epinephrine auto-injector.

- Any epinephrine auto-injector purchased for a school in the Rowan Salisbury School System must receive prior approval by the Director of Student Services to ensure compliance with state law.
- Any epinephrine auto injector purchased for non-patient specific use must comply with the Rowan Salisbury Schools written policy code 5024/6127/7266.
- Each school will store, in a secure but unlocked and easily accessible location, a minimum of two epinephrine auto injectors. Epinephrine auto injectors will be available for on campus activities. Auto injectors will not be removed from the school grounds for field trips, off site athletic events or transportation to and from school.
- The non patient specific epinephrine auto injectors provided by the school are not intended and cannot be used, as the sole supply for students known to have medical conditions requiring the availability of an epinephrine auto injector device.
- Each school will have a written Epinephrine Emergency Response Plan. This plan will be developed in collaboration with the school nurse. The plan is to be reviewed annually and periodically throughout the year.
- Each school staff member will be offered yearly information regarding:
  - Location of non-patient specific epinephrine,
  - The Epinephrine Emergency Response Plan,
  - Names of emergency response team members
- Each school will have an Epinephrine Emergency Response Team. The Epinephrine Emergency Response Team will be made up of the following staff:
  - A minimum of 4 staff members (including an administrator) who are currently trained to recognize symptoms of anaphylaxis. At least one member of the emergency response team must be currently certified in CPR.

- The Epinephrine Emergency Response team will:
  - Receive anaphylaxis recognition training annually.
  - Receive training on the use of an epinephrine auto injector annually.
  - Conduct and record monthly inspections of the non-patient specific epinephrine auto injectors, as designated by the Principal.
  
- Epinephrine records will be retained as follows:
  - Monthly Inspection Log sheets and the Epinephrine Emergency Response Plan will be retained at the school site with the non-patient specific epinephrine, for a minimum of three years.
  
- In the event the non-patient specific epinephrine is used:
  - An Epinephrine Use Report Form will be completed at the time of the incident. A copy of the completed form will be faxed immediately to student services along with the 911 report form.
  - Student related forms are to be stored and maintained with health records located in the students' cumulative folder and in the student services department with the injury report forms.
  - Employee related forms are to be stored and maintained with the employee's personnel file with the Human Resources Department and in the Student Services Department with the injury report forms.
  - Visitor related forms are to be stored in the Student Services Department with the injury report forms.
  
- If the non-patient specific epinephrine is used:
  - The team will meet to evaluate the emergency situation and make changes in the Emergency Response Plan if indicated.
  - The Principal will contact student services to obtain a replacement epinephrine auto injector.