

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, WV 26047

EPINEPHRINE AUTO-INJECTORS (EPI-PEN) POLICY

The Hancock County Board of Education is concerned that our students and employees may experience Anaphylaxis in various school or non-school settings. To aid our students and employees, The Hancock County Board of Education will strive to be in compliance with: West Virginia State Board Policy 2422.7, *Basic and Specialized Health Care*, W. Va. 126CSR42, WVBE Policy 2510, Assuring the Quality of Education: Regulations for Education Programs, with W. Va. Code §18-5-22c (epinephrine), and the Hancock County Schools Allergic Reaction / Anaphylaxis Protocol. We thereby issue this policy allowing for the administration of medicine to students and employees by school nurses, administrators, other authorized school employees, contracted school nurses, and contracted licensed health care providers as defined in the aforementioned policies and protocols. WV Code S18-5-22c (g) protects against civil liability.

This policy is not intended to replace student specific orders or parent provided individual medications as per Hancock County Board of Education Policy JLCD, but rather incidents where students or employees are not aware that they may experience severe reactions to possible allergens. In addition, this policy does not cover activities off school grounds or outside the academic day (sporting events, extra-curricular activities, etc.) which are covered under Hancock County Board Policy JLCDB in compliance with and as defined by W. Va. 126CSR42, WVBE Policy 2510, Assuring the Quality of Education: Regulations for Education Programs sections 11.18 curricular and 11.29 extra-curricular activities.

AUTO INJECTION UNITS

Each school and school bus shall have a sufficient number of auto injectors, of the correct dosage, (hereinafter called “stock epinephrine) to use in case of emergencies. Units are to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student or staff member believed to be having an anaphylactic reaction on school premises, or while on the school bus on their trip to/from school to their bus stop.

OVERVIEW

Anaphylaxis is a severe systemic reaction from exposure to allergens that is a rapid onset and can cause death. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An Anaphylactic reaction can occur up to one or two hours after exposure to the allergen.

SYMPTOMS OF ANAPHYLAXIS

- Shortness of breath or tightness of chest; difficulty in or absence of breathing
- Difficulty swallowing
- Swelling of lips, eyes, face, tongue, throat or elsewhere
- Low Blood Pressure
- Heart beat complaints: rapid or decreased
- Blueness around lips, inside lips or eyelids
- Sweating and anxiety
- Itching with or without hives; raised red rash in any area of the body
- Skin flushing or color becomes pale
- Hoarseness
- Sense of impending disaster or approaching death
- Low of bowel or bladder control
- Nausea, abdominal pain, vomiting and diarrhea
- Burning sensation, especially face or chest
- Loss of consciousness
- Sneezing, wheezing or coughing

Although anaphylactic reactions typically result in multiple symptoms, reactions may vary. A single symptom may indicate anaphylaxis. **Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.**

TRAINING

Building administration shall be responsible for identifying at least two employees, in addition to the School Nurse (RN), to be trained in the administration of epinephrine by auto-injector. The Director of Transportation shall be responsible for ensuring the training of all bus operators. Only trained personnel should administer epinephrine to a student or employee believed to be having an anaphylactic reaction. Training will be conducted in accordance with the most current edition of the West Virginia Department of Education *Basic and Specialized Health Care Procedures Manual for West Virginia Public Schools, WVBOE Policy 2422.7*. Training shall be conducted annually or more often as needed.

STANDING ORDERS

Standing orders are written to cover multiple people as opposed to individual specific orders, which are written for one person. Hancock County Schools shall designate an authorized Medical Provider (MD or DO with prescription authority) to prescribe non-student specific epinephrine for the School Division or Department, to be administered to any student/staff member believed to be having an anaphylactic reaction on school grounds, during the academic day and including time spent on transportation to or from school. Standing orders must be renewed annually and with any change in prescriber.

RESPONDING TO ANAPHYLAXIS

If student's specific orders are on file, they should be followed for students with known life threatening allergies and / or anaphylaxis as per Hancock County BOE Policy JLCD.

For suspected anaphylaxis without specific orders: Implement *Hancock County Schools Allergic Reaction / Anaphylaxis Protocol*. Prior notice to parents of students of the administration of epinephrine auto-injector is not required. The school Principal, Transportation Department (304) 564-3156 or Central Office (304) 564-3411 shall provide notice to the parent(s) of the student who has received an auto-injection.

POST EVENT ACTIONS

Essential Steps

Call Emergency Medical Services and notify student's principal or staff's immediate supervisor so that parent/guardian or emergency contact and school nurse may be notified of incident

Key Points

Emergency medical personnel must transport the student to the nearest emergency room after receiving medication even if symptoms have subsided. Send all available information with student to emergency room

Essential Steps

Document procedure on student's individual treatment record within 72 hours of incident

Key Points

Record: 1. Date and time. 2. Symptoms observed. 3. Treatment provided. 4. Student's response to procedure. 5. Signature of personnel performing procedure. 6. Report incident to the West Virginia Poison Center at 1-800-222-1222; information to be provided includes: name, age, gender, date and time incident occurred, symptoms observed, response to procedure, dose of epinephrine administered, and name of person administering the epinephrine.

STORAGE, ACCESS AND MAINTENANCE

- Epinephrine shall be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 68-77 degrees F). Epinephrine shall **not** be maintained in a locked cabinet or behind locked doors. Staff shall be made aware of the storage location in each school. It shall be protected from exposure to heat, cold or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of epinephrine solutions shall be checked monthly; the drug shall be replaced if it is approaching the expiration date. The contents shall periodically be inspected monthly through the clear window of the auto-injector. The solution shall be clear; if it is discolored or contains solid particles, replace the unit.
- Each nurse, bus operator, and director/coordinator of transportation shall maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability.
- The school division shall maintain a sufficient number of extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded. Expired auto-injectors or those with discolored solution or solid particles shall not be used. Discard them in a "sharps" container.