

Definitions:

- **Allergic Reaction:** sensitivity to substances called allergens that come into contact with the skin, nose, eyes, respiratory tract and gastrointestinal tract.
- **Anaphylactic Reaction:** a rapidly progressing, life-threatening allergic reaction.
- **Epinephrine:** also known as adrenaline, is a hormone that relaxes the muscles in the airways and tightens the blood vessels.

Placement of stock Epi Pens on campuses in accordance with SB 66 to treat anaphylaxis.

Administration:

- Authorized and trained individuals may administer epinephrine if they believe a person is experiencing an anaphylactic reaction.
- The district will ensure that each campus has at least two trained individual present on campus all hours the campus is open.
- The district will consider a campus to be open from: the beginning of the first hour of instruction through the last hour of instruction.
- The Health Services Coordinator and/or the campus nurse will maintain a list of individuals trained to administer epinephrine.

Notification:

- The district will provide written notice to parents or guardians before the start of each school year regarding administration of epinephrine.

Training:

- The district will annually train individuals from each campus who are district employees.
- The training will occur at the beginning of each school year prior to the students arriving.
- Trained individuals will learn the signs and symptoms of an anaphylactic reaction, will demonstrate how to administer epinephrine, and will learn the proper disposal of used and expired auto-injectors.
- Documentation that those individuals have been trained will be kept in the campus health room by the campus nurse.

Roles and Responsibilities:

- The Health Services Coordinator will act as the District Epinephrine Coordinator and will have the following duties:
- Maintain the list of trained individuals on each campus that can administer epinephrine.
- Schedule and coordinate the annual training.
- Disseminate the district policies and procedures regarding epinephrine administration.

- Document the number of both Epipen and Epipen Jr's and expiration dates for epinephrine injectors at each campus.
- Reorder epinephrine as they are used and/or expire.
- Train the campus nurses to check the expiration dates at regular intervals and replace.
- Provide guidance to campuses to ensure the epinephrine is stored securely and easily accessible to trained individuals.
- Make reports as required by law.
- Maintain all reports in accordance with the district's record retention schedule regarding epinephrine.
- Maintain contact information for any physicians who provide the standing orders for epinephrine and consult with those physicians as needed.
- Coordinate annual review of the districts procedures.
- The Campus nurse will act as the campus epinephrine coordinator and will have the following duties:
- Maintain a list of trained individuals at the campus level that can administer epinephrine.
- Attend and assist with the annual training.
- Ensure that individuals on their campus have attended the training.
- Check the inventory of epinephrine and the expiration dates every month.
- Report to the district epinephrine coordinator when an epi pen was administered.
- Submit requests to the district epinephrine coordinator for replacement before the expiration and within 2 days of use.
- Ensure the supply of epinephrine auto injectors are in a secure location easily accessible to trained personnel.
- Maintain, store and dispose of epinephrine auto injectors in accordance with district and campus policy.

Campus Inventory and storage:

- The campus will have at least 2 epinephrine auto injectors (two twin packs of Epipen and Epipen Jr's on elementary campuses and two twin packs of EpiPens on secondary level) available to use at the campus during all hours the campus is open.
- The epinephrine will be stored in the health room and in middle/high schools in the athletic office. They will be kept in an unlocked, accessible area. Epinephrine will be checked out by a coach at the beginning of the school year from the campus nurse and returned by the coach at the end of the school year.

Off Campus School Events:

- Epinephrine will remain on campus during the hours that the campus is open.
- The nurse has the option to send an epi pen to off campus school field trips. The decision will be made based on the field trip destination.

Reporting:

- The nurse will submit a report to the district's coordinator within 5 business days after epinephrine has been administered.
- Within ten business days of the administration of epinephrine, the district coordinator will notify the prescribing physician and all other persons mandated by Texas SB 66.

Disposal:

- Epinephrine that has been administered or expired will be disposed of according to law.

Annual Review:

- Epinephrine procedures will be reviewed at least annually and after each administration of epinephrine.
- An annual review with school nurses will be used to determine what we have learned and how we could improve on our procedures.