

ADMINISTRATIVE PROCEDURE/POLICY
13-1
METHUEN PUBLIC SCHOOL
EPI-PEN POLICY

Purpose:

The purpose of this policy is to provide standards for the safe and proper storage and administration of Epi-Pen auto-injectors during the school day. It does not replace the individual healthcare plan / emergency action plan for students with life threatening allergies.

It is understood that each student diagnosed with a life threatening allergy has an individual healthcare plan that identifies specific challenges and a plan to meet the student's needs. The individual healthcare plan / emergency action plan is developed by the School Nurse with input from the physician, parents, guidance counselor, administrator, and teacher.

Policy:

- 1.) All Staff will be trained at least twice a year on the signs and symptoms of anaphylaxis and the administration of Epi-Pen. Substitute teachers will be trained prior to their first assignment.
- 2.) A list of all CPR/AED trained staff will be maintained at each school and disseminated to all staff.
- 3.) All staff will be made aware of students diagnosed with potential life threatening allergies with the written permission from parent/guardian.
- 4.) Parents/Guardians will provide physician's orders, medication administration plan, a completed emergency action plan and two Epi-Pen auto-injectors to the School Nurse.
 - a. One Epi-Pen and emergency action plan will travel with the student throughout the school day.
 - b. One Epi-Pen and emergency action plan will be kept in the Health Office in a clearly marked, unlocked container.
- 5.) Students may carry their own Epi-Pen when it is determined that the student is competent enough to carry and administer his/her own Epi-Pen.
- 6.) Walkie talkies will be available for staff use when a telephone is not available to communicate.