

PROCEDURES**Epinephrine Auto-Injectors (EPI-PENS)**

Introduction

These Administrative Procedures are promulgated to implement District Policy – Epinephrine Auto-Injectors (Epi-Pens). These Procedures should be implemented in a manner that is not inconsistent with 2013 PA 187 (PA 187) and the Michigan Department of Education’s (MDE) Guidelines for Administering Medications to Pupils at School (the Guidelines). Any inconsistency between this procedure and PA 187 or the Guidelines must be resolved in favor of PA 187 or the Guidelines.

Student Possession and Use of Epi-Pens or Inhalers

A student will be permitted to, and will not be prohibited from, using an epi-pen or inhaler on school premises or at school activities, programs and events if the following three conditions are met:

1. The student has permission to use the epi-pen or inhaler from his or her physician and, if the student is a minor, from his or her parent(s) or legal guardian.
2. The building administrator has received a copy of the necessary written permissions.
3. The school has on file a written emergency care plan (or IEPT Report or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student’s parent(s) that is updated as necessary to account for any change in the student’s circumstances.

The building administrator will notify each teacher of each student in his or her classroom who is permitted to use an epi-pen or inhaler pursuant to this regulation.

District Acquisition and Maintenance of Epi-Pen Injectors

The District will acquire and deliver at least two functioning epi-pens to each school building. The building administrator is responsible for maintaining the epi-pens at his or her building, making them readily accessible to designated staff members and notifying his or her supervisor if he or she believes the necessary number of epi-pens is not available or functional. The building administrator may request, but may not require, the parent(s) or legal guardian of a student to provide extra epi-pens or inhalers for the school. The District is required to attempt to secure funding for required epi-pens from alternative sources before submitting an application for reimbursement to the MDE.

Training and Designation

The District is responsible for training a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. All training will be conducted, evaluated and approved by a licensed registered professional nurse. The building

Effective Date: September 6, 2015

PROCEDURES**Epinephrine Auto-Injectors (EPI-PENS)**

administrator is authorized to authorize the necessary number of staff members to administer epi-pen injections on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been authorized to administer epi-pen injections on school grounds and for notifying his or her supervisor if there are an insufficient number of trained or authorized staff members in the building.

Administration of Epi-Pen Injectors

Authorized staff members who have been trained in accordance with these regulations are required to administer an epi-pen injection to any person on school grounds that is believed to be having an anaphylactic reaction. An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify an authorized staff member in the event he or she believes an individual on school grounds is having an anaphylactic reaction.

Reporting

The building administrator is required to notify the parent of any student who receives an epi-pen injection at school and his or her supervisor. The District is required to report to MDE, annually: the number of epi-pen injections to students at school each year; the number of epi-pen injections to students who were not known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens.