

## **Methuen Public Schools EpiPen Policy/Procedure**

### **Purpose:**

The purpose of this policy is to provide standards for the safe and proper storage and administration of EpiPen 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.

All student eating will take place in the cafeteria. There will be a designated food safe table for students with life threatening allergies. The food safe table will be cleaned after each use with a designated cleaner and supplies to reduce the chance of cross contamination.

### **Policy:**

- 1.) All Staff will be trained at least twice a year on the signs and symptoms of anaphylaxis and the administration of EpiPen. Substitute teachers will be trained prior to their first assignment.
- 2.) A list of all CPR/AED trained staff will be maintained and updated annually 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 or delegated responsible adult will provide physician's orders, medication administration plan, a completed emergency action plan and two EpiPen auto-injectors to the School Nurse.
  - a. One EpiPen will be kept in the classroom and travel with the student by a trained designated staff member in grades Pre-K through 4 when leaving the classroom for specials, eating in the cafeteria or going outside of the building during the school day.

- b. One EpiPen will be kept in the students homeroom in grades 5 through 8 and travel with the student by a trained designated staff member when eating in the cafeteria or going outside of the building during the school day.
  - c. One EpiPen and emergency action plan will be kept in the Health Office in a clearly marked, unlocked container.
- 5.) Students may carry their own EpiPen when it is determined by the school nurse that the student is competent enough to carry and administer his/her own EpiPen.
- 6.) Walkie talkies will be available for staff use when a telephone is not available to communicate.
- 7.) When it is determined that a person is having an anaphylactic reaction the medical emergency response team will be informed.
- 8.) When an EpiPen auto-injector is administered 911 will be called.