

Albemarle County Public Schools
Epi-Pen Administration for Anaphylaxis Training

Employee Name: _____ **School:** _____

Position: _____

PERFORMANCE CRITERIA

EVALUATOR'S INITIALS

- 1) Identify signs and symptoms of anaphylaxis.
- 2) Check for Food Allergy Action Plan.
- 3) Locate student's epinephrine or Epi-Pen.
- 4) Take Epi-Pen out of box then out of tube.
- 5) Grasp Epi-Pen with dominant hand with thumb closest to blue activation cap.
- 6) Remove blue cap with other hand. Avoid touching orange tip after removing blue cap.
- 7) Place orange end against outer mid-thigh (with or without clothing).
- 8) Push down hard until a clinic is heard or felt.
- 9) Keep Epi-Pen in place for 10 seconds then remove.
- 10) Massage site for 10 seconds.
- 11) Call 9-1-1.
- 12) Have student lie down and elevate legs.
- 13) Call parent.
- 14) May give second dose in 5 to 15 minutes if no improvement or if symptoms return.
- 15) Document the time the epi-Pen was used.
- 16) Give used epi-pen to EMS personnel.

Evaluator signature: _____

Date: _____

Employee signature: _____

Date: _____