Albemarle County Public Schools
Epi-Pen Administration for Anaphylaxis Training

Employee Name: ______________________  School: ____________________________

Position: ______________________________

**PERFORMANCE CRITERIA**

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: __________

Albemarle County Public Schools, 2014