

**ADDENDUM**  
**Virtual Learning Academy of St. Clair County (VLA)**  
**Policy and Guidelines**  
**Administering Medications to Pupils at School**

**Guidelines for Responding to an Anaphylaxis Emergency at School**

“Anaphylaxis” is a severe, potentially life-threatening allergic reaction. It can occur within seconds or minutes of exposure to an allergen. Common triggers of Anaphylaxis include certain foods, some medications, insect venom and latex. Initial emergency treatment is the administration of injectable Epinephrine along with immediately obtaining emergency medical personnel and emergency transportation to the hospital.

For students who have a known severe allergy:

1. The VLA’s existing policy regarding the self-possession and self-administration of medications also applies to Epinephrine and has been amended to include the Epi-Pen auto-injector.
2. All students who have been identified as “at-risk” of or who have had a prior severe Anaphylactic reaction should have this addressed specifically in an individualized health care plan and the parent/guardian should provide a plan of action to the school.
3. At the start of each school year or upon transfer to the school parents/guardians of a student with known allergies that may be severe enough to cause Anaphylaxis should provide the school with student-specific medical orders, an individual health plan and their own supply of Epinephrine. Parents/Guardians should be encouraged to maintain a prescription for epinephrine, and teach their child to carry an auto-injector at all times.
4. The parent or legal guardian of a student with a known serious allergy may be requested to provide an extra Epi-Pen or asthma inhaler to the school for use by authorized personnel in case of emergency.
5. The school Principle/Director who is aware that a pupil is in legal possession of an asthma inhaler or Epinephrine Auto-Injector (Epi-Pen) shall notify each student’s teacher(s) of this fact.

For Individuals with Unknown Allergies:

1. The VLA building shall maintain at least two (2) Epinephrine Auto-Injector devices at all times regardless of whether or not any student/staff have been diagnosed with allergies.
2. The VLA shall determine the appropriate dose epinephrine auto-injector based on their student school population. (e.g. Junior or Adult)
3. The VLA will designate a minimum of two (2) staff members to be trained on allergies, Anaphylaxis, Emergency Response and authorized in the use and

administration of Epinephrine Auto-Injector (Epi-Pins), in accordance with the law.

3. Documentation of all training successfully completed by each employee who is authorized to administer the epinephrine will be maintained in the building/school Principal/Director's office. Such documentation is to be made available upon request.
4. All VLA staff should have a basic understanding of the major signs of Anaphylaxis and know whom to alert in case of an emergency and where to find the Epinephrine Auto-Injector.
5. The Director shall designate school staff to monitor the expiration dates of the stock auto-injector devices at least twice per year. Expired stock shall be discarded in a biohazard sharps container or a needle disposal facility. All expired and disposed of Epi-Pins must be replaced.

#### VLA Board Anaphylaxis Policy Requirements:

The VLA Board of Trustees shall adopt and implement a policy consistent with the Michigan Department of Education (MDE) for the training, possession, and administration of Epinephrine in every school.

#### Policy shall include:

1. Identification, assignment, and training of at least two (2) staff per school building to administer Epinephrine in the case of Anaphylaxis. All trainings and evaluations must be performed by a licensed, registered professional nurse.
2. The VLA shall possess at least two (2) Epinephrine Auto-Injector at all times.
3. All VLA staff will be educated in the recognition of common allergens, Anaphylaxis symptoms, and emergency treatment for a life-threatening Anaphylaxis situation.
4. The VLA shall have procedures in place for documenting, tracking, and reporting of a suspected Anaphylaxis event to parents/guardians as soon as possible and to the MDE annually.
5. VLA procedure will be in place for the obtaining a prescription, purchase, re-order, storage, and maintenance of least two (2) Epinephrine Auto-Injector in each the building.

#### The VLA shall:

1. Require annual training for all VLA employees.
2. Utilize school health services staff for the development and implementation of VLA policy and training.

The VLA will consider increasing the amount of Epinephrine Auto-Injector housed in the school to four (4) in the event more than one injection may be necessary at any given time.

#### Training Guidelines for Designated Staff on Allergies, Anaphylaxis, and Emergency Response:

The training program for non-nursing staff designated to use an Epinephrine Auto-Injector shall be conducted under the supervision of, and shall include evaluation by, a licensed, registered professional nurse provided by the St. Clair County Health Department and/or ST. Clair County RESA's professional, licensed registered nurse. VLA training shall include:

1. Instruction will be provided on the provisions of state laws regarding the emergency use of Epinephrine at school, for situations of suspected life-threatening Anaphylaxis reaction.
2. Instruction shall also be provided on the RESA's medications policies and procedures.
3. The training will educate VLA staff as to the causes, signs, symptoms, and treatment of Anaphylaxis reaction and the anticipated effects and possible adverse effects of Epinephrine once administered.
4. The demonstration and the instruction of administering an auto-injector to a student will be given, using realistic auto-injector models.
5. An emergency Anaphylaxis response plan of action shall be developed and include implementation guidelines for the plan.
6. Instruction shall be provided on the procedures for informing emergency contacts, completing a school incident report, notifying the parents/guardians of the student to whom an Epinephrine Auto-Injector has been administered.
7. The procedure in place regarding Epinephrine acquisition, expiration date monitoring maintenance, and storage requirements.
8. A licensed, registered professional nurse will be responsible for providing and supervision of the training, which will include a training evaluation and documentation of the training competency assessment provided to the school, demonstrating that the employee was adequately trained.

#### Storage of Epinephrine Auto-Injectors and Additional Materials:

1. All Epinephrine Auto-Injector should be stored according to the manufacturer's directions to maintain effectiveness. All should be clearly labeled in an unlocked, easily accessible cabinet at room temperature (between 59-86 degrees F).
2. Expiration dates on Epinephrine Auto-Injector should be monitored and documented in an appropriate log. The shelf-life is approximately 12 to 18 months.

3. The fluid inside the auto-injector should be clear and colorless, if the fluid has turned brown or cloudy, the auto-injector must be properly disposed of. Do not expose Epinephrine Auto-Injector to sunlight, heat, cold or freezing temperatures.
4. The following additional materials associated with responding to suspected anaphylaxis should be stored with the Epinephrine Auto-Injector:
  - a. A copy of the RESA's Emergency Anaphylaxis Emergency Response Plan with emergency contact numbers and a copy of the school's incident report to be completed by the responding employee(s) and returned to the building Principal/Director.

The VLA will obtain a Physician Prescription in order to purchase and maintain at least two (2) Epinephrine Auto-Injectors for the VLA at all times.

1. The written prescription shall be for at least two (2) Epinephrine Auto-Injectors. Any local community prescriber can write a prescription to the Virtual Learning Board of Trustees.
2. The VLA may seek the purchasing and/or donation of Epinephrine Auto-Injector from pharmaceutical companies. Examples of auto-injectors:
  - AUVI-Q [www.auvi-q.com](http://www.auvi-q.com)
  - EpiPEN [www.epipen.com](http://www.epipen.com)
  - AdrenaClick [www.adrenaClick.com](http://www.adrenaClick.com)

District Reporting to the MDE:

At least annually, the VLA shall report to the Michigan Department of Education in the timeline and manner determined by the MDE, all instances of the administration of an Epinephrine Auto-Injector to students. The report shall include at least the following:

1. The number of instances of administration of an Epinephrine Auto-Injector to a student, at school, in a fiscal school year.
2. Number of students who were administered an Epinephrine Auto-Injector at school that was not previously known to be severely allergic.
3. The number of students who were administered an Epinephrine Auto-Injector at school using the school's stock of epinephrine auto-injectors.

Immunity/Liability for authorized personnel:

1. According to state law, authorized school personnel who use an Epinephrine Auto-Injector in good faith are immune from criminal charges or civil damages unless an act or failure to act was due to gross negligence or willful and wonton misconduct.
2. A prescriber who issues a prescription for or a dispensing prescriber or pharmacist who dispenses auto-injectable epinephrine to a school board as authorized under this section is not liable in a civil action for a properly stored and dispensed Epinephrine Auto-Injector that was a proximate cause of injury or death to an individual due to the administration of or failure to administer the Epinephrine Auto-Injector.

Funding and Reimbursement:

The Virtual Learning Academy of St. Clair County will seek funding or donations from sources other than the State of Michigan for the Epi-Pen program. If the Board is unable to obtain alternative funding, it may apply to MDE LINK for reimbursement of the unfunded costs of complying with the requirements of the law.

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