

# ADMINISTRATIVE REGULATION

No. 231

Board of Trustees

Douglas County School District

STUDENTS

## Student Health and Safety

Anaphylaxis is a life-threatening condition in response to exposure to an allergen. The following administrative regulation describes the procedure for staff training regarding the storage and administration of auto-injectable epinephrine, as well as food allergies and anaphylaxis.

### Definitions:

- **AIE—Auto-Injectable Epinephrine (AIE)**--A pre-measured dose of epinephrine which can be automatically injected, without the need to manipulate a syringe or withdraw a certain dose, into a person's muscle who is reasonably believed to be experiencing symptoms of anaphylaxis.
- **Non-patient specific epinephrine**-An AIE dosage which the school obtains and stores as a "stock" emergency medication without regard to a person specifically diagnosed with a severe allergy.
- **Patient specific epinephrine**-An AIE dosage prescribed for a specific pupil based on a history of allergies. Provided to the school by the parent.
- **Unlicensed Assistive Personnel (UAP)**—An employee of Douglas County School District who is not licensed by the Board of Nursing as a nurse, but who, in accordance with the provisions of the Nevada Nurse Practice Act, NRS and NAC 632, is trained and delegated by the school nurse to perform a specific Board-regulated nursing service(s).
- **UAP-AIE**--A UAP trained and delegated specifically in the use and administration of an AIE.

The school nurse or a UAP-AIE may administer an AIE to any pupil who the school nurse/UAP-AIE has reason to believe is experiencing symptoms of anaphylaxis while on a Douglas County School District school campus. The school nurse/UAP-AIE may give either:

- The patient specific AIE prescribed for a specific pupil **with** a known allergy and provided to the school by the parent; OR
- A non-patient specific AIE to a pupil **with** a known allergy but not readily available prescribed AIE; OR
- A non-patient specific AIE to a pupil **without** a known allergy but exhibiting signs or symptoms of anaphylaxis.

Each school shall obtain an order from a physician for a minimum two (2) doses of non-patient specific AIEs for each school. The school shall keep all AIEs at room temperature in a secure but unlocked, readily accessible location. *\*All AIE's in Douglas County School District are kept in the Health Office/Nurse's Office on each campus.* All staff members trained as UAP-AIEs will be instructed in the location of school AIEs. If a dose of epinephrine is used or expired, each school shall obtain another dose to ensure at least two doses per school. *Exception:* Students who are capable of self administration (as determined by the school nurse), may carry and administer their AIEs.

# ADMINISTRATIVE REGULATION

No. 231

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## Douglas County School District

## STUDENTS

No later than 30 days after the last day of each school year, Douglas County School District shall submit a report to the health Division of the Department of Health and Human Services identifying the number of doses of auto-injectable epinephrine that were administered at each public school within the school district during the school year.

Douglas County School District will provide each school, to the extent feasible, training concerning food allergies and the indications and administration of an AIE to:

- Each employee in the student nutrition program
- Each school principal and all clerical office staff of each school
- Any teacher or coach who travels off campus with a student with a known severe allergy
- Any other employees as deemed appropriate by the school nurse in collaboration with the principal

Each school site will be provided with a comprehensive School Emergency Action Plan which includes information relating to:

- The risks that may cause anaphylaxis (*Appendix A*)
- Ways to avoid risks that may cause anaphylaxis (*Appendix A*)
- The signs and symptoms of a person experiencing anaphylaxis (*Appendix B*)
- How to access an AIE when necessary/as needed (*Appendix B*)
- How to safely and effectively administer AIEs (*Appendices C and D*)
- Medical care that should be received after the administration of an AIE, including that 911 **must** be called with any administration of an AIE (*Appendix D*)
- An individual Emergency Action Plan for each student with a known severe or possibly severe allergy (*DCSD Health Plan*)

The Chief School Nurse shall ensure each school nurse coordinates with the principal to designate employees of the school who are authorized to administer AIEs. Additionally, the school nurse will provide the designated employees with training concerning the proper storage and administration of AIEs. At the school nurse's discretion, she/he may opt to inform and educate staff outside of the delegation process in order to educate and enhance their awareness regarding anaphylaxis, AIEs, and appropriate emergency response.

Additionally, the school nurse will:

- Conduct trainings at least twice per year
- Verify and document each employee's competency in all the required skills before confirming each designated employee is considered a UAP with AIE delegation (UAP-AIE)
- Provides each UAP-AIE a copy of the School Emergency Action Plan
- Provide each school with a copy of the School Emergency Action Plan
- Inform teachers and coaches of students known to have severe allergies.
- Track all AIEs expirations dates and AIE usage including

# ADMINISTRATIVE REGULATION

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- ✓ Document each administration
- ✓ Contact parent for new patient-specific AIE when expired or used
- ✓ Ensure replacement of any non-patient specific AIEs when expired or used
- ✓ Give each administered AIE to 911 responder for transport with the student to the emergency room.

The school principal shall:

- Coordinate with the school nurse/chief school nurse to select staff to be trained
- Assist the school nurse to ensure all designated staff members attend each of the required trainings
- Attend the required trainings themselves

[See Policy related to this Administrative Regulation](#)

Reference: NRS 454.TBA (Senate Bill 453)  
NRS 392.425  
Preventing Allergic Reactions, Appendix A  
DCSD Severe Allergy Reaction Plan, Appendix B  
DCSD Food Allergy & Anaphylaxis Emergency Care Plan, Appendix C  
DCSD Anaphylaxis Protocol/Procedure, Appendix D

Date Adopted: 12/10/13