

2025-2026
EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY
PROTOCOL & IMPLEMENTATION PLAN FOR EPI-PEN
FOR EMERGENCY ADMINISTRATION OF EPINEPHRINE BY A DELEGATE
TRAINED BY THE SCHOOL NURSE

In the instance when the nurse is not present and the pupil does not have the capacity to self-administer epinephrine for an anaphylactic reaction, a delegate/s may be designated and trained in the emergency administration of epinephrine via auto injector by the school nurse.

The delegate:

1. Must be willing to assume the responsibility for administering epinephrine via auto injector
2. Must request training for the procedure for treating anaphylaxis
3. Must be available to assist the student in the environment where anaphylaxis is most likely to occur
4. Must complete training
5. Will not further delegate the task to someone else
6. Will be placed on a list of school delegates

The school nurse will approve/select a potential delegate based on the person's record of competency, good judgment and dependability. The school nurse will train the delegate and provide proof of such by retaining an original copy of this document for the school. A copy will be included in the delegates training packet.

The training will include:

A. Background information

1. Definition of anaphylaxis
2. General signs and symptoms of anaphylaxis
3. Trigger(s) and signs and symptoms for the specific pupil where needed
4. Understanding of Universal Precautions

B. Care for Anaphylactic Reaction

1. Assesses history, signs, and symptoms
2. Directs someone to notify nurse (if in the building or covering nurse)
3. Determines need for epinephrine

C. Administration of Epinephrine via Epi-Pen

1. Checks for the right child, right medication
2. Checks medication for expiration date and/or color
3. Removes blue safety release by pulling straight up without bending or twisting it
4. Places auto injector against lateral aspect of thigh
5. Swing and push firmly the orange tip against outer thigh so it "clicks"
6. Hold firmly and place for 3 seconds
7. Remove the auto injector from the thigh and then massages for 10 seconds

D. Continuing Care

1. Remains with child
2. Directs someone to call 911 with history and location
3. Directs someone to notify parent/guardian/emergency contacts

E. Follow Up

1. Documents treatment actions on "Emergency Healthcare Treatment"
2. Disposes of auto injector properly

Rev.11/17

_____ has been trained as outlined above by _____.
Print Delegate's Name School Nurse

Delegate's Signature Date trained Nurse's Signature