

RANCHO SANTA FE SCHOOL DISTRICT

**Board Policy No. 5030: ADMINISTRATION OF EPINEPHRINE
AUTO-INJECTORS**

- A. The District shall provide emergency epinephrine auto-injectors to be stored in an accessible location upon need for emergency use, to school nurses or trained personnel who have volunteered pursuant to subdivision (E), and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.
- B. Definitions: For purposes of this Board Policy the following definitions apply:
1. “Anaphylaxis” means a potentially life-threatening hypersensitivity to a substance.
 - a. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma.
 - b. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction, and exercise.
 2. “Authorizing physician and surgeon” may include, but is not limited to, a physician and surgeon employed by, or contracting with, the District, a medical director of the local health department, or a local emergency medical services director.
 3. “Epinephrine auto-injector” means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction.
 4. “Qualified supervisor of health” may include, but is not limited to, a school nurse.
 5. “Volunteer” or “trained personnel” means an employee or a holder of an Activity Supervisor Clearance Certificate pursuant to Education Code section 44258.7(f) who has volunteered to administer epinephrine auto-injectors to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis, has been designated by a school, and has received training pursuant to subdivision (E.2).
- C. Acquisition of Epinephrine Auto-Injector:
A qualified supervisor of health at the District (or a District administrator if the District does not have a qualified supervisor of health) shall obtain from an authorizing physician and surgeon a prescription for each school for epinephrine auto-injectors that, at a minimum, includes, for the elementary school, one regular epinephrine auto-injector and one junior

epinephrine auto-injector, and for the middle school, if there are no pupils who require a junior epinephrine auto-injector, one regular epinephrine auto-injector. A qualified supervisor of health at the District shall be responsible for stocking the epinephrine auto-injector and restocking it if it is used.

D. Administration of Epinephrine Auto-Injector:

1. A school nurse or, if the school does not have a school nurse or the school nurse is not onsite or available, a volunteer may administer an epinephrine auto-injector to a person exhibiting, or reasonably believed to be suffering from, potentially life-threatening symptoms of anaphylaxis at school or a school activity when a physician is not immediately available.
2. A volunteer shall initiate emergency medical services or other appropriate medical follow-up in accordance with the training materials retained pursuant to section E.4.
3. The epinephrine auto-injectors are exclusively for use at District sites. If the epinephrine auto-injector is used it shall be restocked as soon as reasonably possible, but no later than two weeks after it is used. Epinephrine auto-injectors shall be restocked before their expiration date.

E. Volunteers and Training:

1. At least once per school year, the Superintendent or designee shall distribute a notice to all staff that requests volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis, as specified section D.1. The annual notice shall also include a description of the training that volunteers will receive. The notice shall also identify the location of the epinephrine auto-injectors on campus.
2. The Superintendent or designee may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. The training shall be based on the standards developed by the State Superintendent of Public Instruction pursuant to Education Code section 49414 and shall include:
 - a. Techniques for recognizing symptoms of anaphylaxis.
 - b. Standards and procedures for the storage, restocking, and emergency use of epinephrine auto-injectors.
 - c. Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent and physician.

- d. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
 - e. Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil's grade level or age as a guideline of equivalency for the appropriate pupil weight determination.
 - f. Written materials covering the above-required information. A copy of the training materials shall be made accessible, such as through publicly posting at the location of the epinephrine auto-injectors.
3. The District shall ensure that each employee who volunteers under this policy will be provided defense and indemnification by the District for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file.
- F. Gifts, Grants, and Donations: The District may accept gifts, grants, and donations from any source for the support of the public school carrying out the provisions of this section, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. Any such gifts, grants, or donations shall be received through the District Superintendent or Designee.
- G. Records: The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors furnished as part of this policy for a period of three years from the date the records were created.

Legal Reference:

Education Code section 49414

Business and Professions Code section 4119.2, 4119.4

Date Policy Adopted by the Board: June 4, 2015

Date Policy Revised by the Board: June 22, 2017; November 19, 2024