HEALTH:
GUIDELINES FOR THE USE OF STOCK EPINEPHRINE
FOR ANAPHYLAXIS FFAC(R5)

1. PURPOSE, SCOPE, AND FUNDING

1.1 Purpose

The purpose of this Administrative Regulation is to implement state law (TEC § 38.205, formerly SB 66) and the District's Standing Order related to the use of Unassigned (Stock) Epinephrine medication (EpiPens or Neffy Nasal Spray) in the school setting, ensuring a standardized, timely, and documented response to suspected anaphylaxis.

1.2 Scope and Limitations

- This regulation is specifically for the Standing Order governing the use of Stock Epinephrine provided to the district.
- It is not intended to replace student-specific physician orders or parent-provided medications. Parents of students with known life-threatening anaphylaxis should continue to provide the school with all necessary medications and forms for implementing the student-specific order on an annual basis.
- This regulation **does not extend** to activities off school grounds, including transportation to and from school, field trips, or school-sponsored camps.

1.3 Funding Disclaimer

The implementation of Stock Epinephrine is currently facilitated by the Epipen4schools program (or equivalent outside funding source). If funding from an outside source ceases, the continued implementation of Stock Epinephrine will be re-evaluated by District Leadership.

2. DEFINITIONS AND RESPONSIBILITY

2.1 Definitions

- **Anaphylaxis:** A sudden, severe, and potentially life-threatening allergic reaction that occurs when a person is exposed to an allergen.
- **Epinephrine Auto-Injector (EAI) / Stock Epi-Pen:** A disposable medical drug delivery device that contains a premeasured single dose of epinephrine that is not prescribed to a specific individual but is stocked by the District for emergency use under a physician's Standing Order.

- **Physician:** A person who holds a license to practice medicine in this state, who has prepared the Standing Order.
- **School Personnel:** An employee of the District.
- **Standing Order:** Written instructions, orders, rules, regulations, or procedures prepared by a physician and designed for a specific patient population (individuals believed to be experiencing anaphylaxis).
- **Trained Personnel:** Any District employee who has successfully completed the required annual training program.

2.2 Responsibility

Primary responsibility for the implementation and adherence to this regulation is shared by the **School Nurse**, **Campus Administrator (Principal)**, and **Trained Staff**.

3. PROCEDURES (IMPLEMENTATION)

3.1. Personnel Authorization and Training
(Covers the Training requirement)

1. **Authorization:** The campus Principal shall be responsible for authorizing school personnel to be trained. A minimum of three (3) unlicensed school personnel must be trained at each campus.
    - *Examples of personnel to be trained include:* Principals, Assistant Principals, Clinic Back Up Personnel, PE Teachers/Coaches, and other staff deemed necessary by the Principal and Campus Nurse.
2. **Presence:** One or more trained personnel must be present, at a minimum, during regular on-campus school hours and when school personnel are physically on site for school-sponsored activities.
3. **Training Authority:** The School Nurse will be responsible for providing mandatory training annually. The training must be provided in a formal or online session per district guidance.
4. **Training Content:** Only trained personnel should administer stock epinephrine. Training will include:
    - Recognizing the signs and symptoms of anaphylaxis.

- Proper technique for Epinephrine administration (use of a trainer device is recommended).
- Implementing emergency procedures (calling 911).
- Proper disposal of used or expired Epinephrine (per district guideline).
- Review of the Standing Order Protocol and Reporting Requirements.

3.2. Stock Epinephrine Acquisition and Availability

1. **Supply:** Health Services will provide (via the Epipen4schools program or equivalent) each campus with a minimum of **two (2) Adult Epi-Pens or two (2) Adult Neffy Nasal Spray Devices** and **two (2) Epi-Pen Jr. Auto-Injectors or two (2) Neffy Pediatric Neffy Nasal Spray Devices** (four total devices).
2. **Notice to Parents:** The district shall provide written notice to the parents/guardians of each student enrolled in the district before the policy is implemented and before the start of each school year.

3.3. Storage and Maintenance
(Covers the Storage and Maintenance requirements)

1. **Location:** Stock Epinephrine should be kept in an easily accessible, secure, and unlocked location, central to designated trained school personnel. This location should be clearly marked for emergency access.
2. **Associated Supplies:** Supplies associated with responding to suspected anaphylaxis should be stored along with the Stock Epinephrine (copy of this Regulation, Standing Order, and Incident Report Form).
3. **Storage Environment:** EAIs must be kept in a dark place at room temperature, maintained between 59°F and 86°F. The devices must be protected from exposure to heat, cold, or freezing temperatures.
4. **Monthly Check (Maintenance):** The designated Campus Nurse must conduct a visual check of all Stock Epinephrine monthly and document this check on the Electronic Log. The check must confirm the safety cap is intact, the solution is clear, and the medication is not expired.
5. **Replenishment (Maintenance):** Any Stock Epinephrine that is expired, or used/damaged, must be immediately removed, documented as disposed, and replaced. The Health Services Director or designee must be notified immediately.

3.4. Administration Protocol

Stock Epinephrine may only be administered by Trained Personnel when:

- The individual appears to be experiencing anaphylaxis (even if the cause is unknown).
- The individual does not have a personal, prescribed Epinephrine device immediately available.
- The administration is done in good faith, in accordance with the training received and the Standing Order.

3.5. Immediate Emergency Response

1. **Administration:** Administer the Stock Epinephrine immediately upon recognizing symptoms of anaphylaxis.
2. **Call 911:** Immediately call emergency medical services (911). Notify dispatch that epinephrine has been administered.
3. **Parent/Guardian Notification:** The campus Principal or delegated personnel must immediately contact the student's parent/guardian (if student) or the individual's emergency contacts.
4. **Nurse Notification:** Notify the Campus Nurse (if available) and the District Director of Health Services immediately following the 911 call.
5. **Disposal:** Dispose of the used Stock Epinephrine per district guideline.

3.6. Formal Reporting and Documentation
(Covers the Documentation/Reporting requirement)

1. **Incident Report Completion:** The Epinephrine Standing Order Incident Report Form must be completed immediately and no later than the 10th business day after the event. The report must include:
    - Age of the person who received the epinephrine.
    - Identity (student, staff, volunteer, or visitor).
    - Location of where epinephrine was administered.
    - Number of doses administered.
    - Title of trained personnel who administered epinephrine.
    - Other relevant details.
2. **External Reporting:** The completed report will be sent to the Director of Health Services, who will ensure the report (with student identifying information redacted) is submitted to:
    - The prescribing physician.

- The Superintendent or designee.
- The Department of State Health Services.

3.7. Post-Exposure Conference

A Post-Exposure Conference Meeting should be scheduled no later than **10 business days** after the incident. The School Nurse, along with the campus Principal, should coordinate the meeting.

- **Attendees:** Director of Health Services or designee, Campus Administrator, Campus Nurse, and any other relevant staff (e.g., administrator for the area of exposure, Child Nutrition staff).
- **Agenda:** The meeting must address:
  - Identification of the source of the allergen exposure.
  - Steps to prevent future exposure.
  - Discussion of events leading up to the administration.
  - Coordination with Child Nutrition if the allergen was due to a food served by the school.

3.8. Records Retention

All records regarding the administration of stock epinephrine, including the Administration Report Form, must be retained per the District's official records retention schedule.

4. IMMUNITY FROM LIABILITY

A person who in good faith takes, or fails to take, any action under this regulation is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act, as defined under TEC § 38.205 and Policy FFAC (LOCAL).