

ADMINISTRATIVE REGULATION

No. 231

Board of Trustees Douglas County School District

STUDENT HEALTH AND SAFETY

Anaphylaxis is a life-threatening condition that may occur rapidly in response to exposure to an allergen. This administrative regulation is adopted pursuant to NRS 392.425 and applies to all Douglas County School District schools. It describes procedures for the storage and administration of auto-injectable epinephrine (AIE), the designation and training for staff, and the school-based response to food allergies and anaphylaxis.

Definitions:

- Auto-Injectable Epinephrine (AIE)--means a pre-measured dose of epinephrine that can be automatically injected, without the need to manipulate a syringe or withdraw a dose, into a person's muscle who is reasonably believed to be experiencing symptoms of anaphylaxis.
- Non-patient specific epinephrine--means an AIE dosage that the school obtains and stores as a stock emergency medication under a standing order from a licensed prescriber, without regard to a specific pupil.
- Patient specific epinephrine-- means an AIE dosage prescribed for a specific pupil based on a history of allergies and provided to the school by the parent/guardian.
- Unlicensed Assistive Personnel (UAP)— means an employee of Douglas County School District who is not licensed by the Nevada State Board of Nursing as a nurse, but who, in accordance with the Nevada Nurse Practice Act (NRS and NAC 632) is trained and delegated by the school nurse to perform a specific Board-regulated nursing services.
- UAP-AIE---means a UAP who is trained and delegated specifically in the storage and administration of an AIE.

The school nurse or a UAP-AIE may administer an AIE to any pupil whom the school nurse or UAP-AIE has reason to believe is experiencing symptoms of anaphylaxis while on a Douglas County School District school campus or at a school-sponsored event. Following any administration of an AIE, 911 must be called and the pupil must be transported for emergency medical evaluation.

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/guardian; OR
- A non-patient specific AIE to a pupil with a known allergy when the prescribed AIE is not readily available; OR
- A non-patient specific AIE to a pupil without a known allergy who is exhibiting signs or symptoms of anaphylaxis.

Each school shall obtain an order from a licensed physician or other authorized prescriber for a minimum two (2) doses of non-patient specific AIEs for each school, consistent with NRS 392.4235. All AIEs must be stored at room temperature in a secure but unlocked, readily accessible location. In Douglas County School District, AIEs are stored in the Health Office/Nurse's Office on each campus, and all staff members trained as UAP-AIEs must be instructed in the exact

ADMINISTRATIVE REGULATION

No. 231

Board of Trustees Douglas County School District

location of the AIEs. If a dose of epinephrine is used or expired, each school shall obtain a replacement dose to ensure at least two doses per school. Pupils who are determined by the school nurse to be capable of safe self administration may carry and self-administer their prescribed AIEs in accordance with their health plan.

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 Public and Behavioral Health of the Department of Health and Human Services, identifying the number of doses of auto-injectable epinephrine administered at each public school within the school district during the school year, as required by NRS 392.425.

Douglas County School District will provide each school, to the extent feasible, training concerning food allergies and the indications for 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 that 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 Heath Plan*)

The Chief School Nurse shall ensure that each school nurse coordinates with the principal to designate employees of the school who are authorized to administer AIEs. The school nurse shall provide the designated employees with training concerning the proper storage and administration of AIEs and shall document each employee's successful completion of required training and delegation. At the school nurse's discretion, the nurse may inform and educate additional staff outside of the delegation process to enhance their awareness regarding anaphylaxis, AIEs, and appropriate emergency response. Additionally, the school nurse shall:

- Conduct and document trainings at least twice per year for designated staff.
- Verify and document each designated employee's competency in all the required skills before confirming them as a 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

ADMINISTRATIVE REGULATION

No. 231

Board of Trustees Douglas County School District

- Inform teachers and coaches of students known to have severe allergies-
- Track all AIEs expiration dates and usage including
 - ✓ 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
 - ✓ Provide the used AIE device to the 911 responder for transport with the pupil to the emergency room.

The school principal shall:

- Coordinate with the school nurse/chief school nurse to select staff to be trained as UAP-AIEs
- Assist the school nurse in ensuring all designated staff members attend each required training and receive updated training as needed
- Attend the required trainings
- Support scheduling and coverage to allow designated staff, new hires, and substitutes to receive AIE training as appropriate.

[See Policy 231 related to this Administrative Regulation](#)

Reference: NRS 392.425 – Stock epinephrine; administration to pupils; reporting
NRS 632 and NAC 632 – Nevada Nurse Practice Act; delegation to unlicensed assistive personnel
DCSD 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

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