

Procedure for implementation of N.J.P.L. 1997, C368 (development of policy for emergency administration of epinephrine via epi-pen to pupil, policy for administration of medication to pupil).

1. The individual certified school nurse will follow N.J.P.L., 1997 C.368 in implementing the policy for emergency administration of epinephrine via epi-pen to a pupil. The forms which document compliance with this law will be kept in the student's permanent health record and shared with the school principal, staff and designated trained employee as needed. The following forms will be used for each student identified as having a prior documented anaphylactic reaction.
 - . Notice regarding life-threatening allergies
 - . Anaphylaxis management check list
 - . Individualized emergency health care plan for significant allergic reaction
 - . Individualized emergency health care plan for designee only
 - . Parent compliance agreement
 - . Physician's orders
2. The school nurse shall have the primary responsibility for the administration of the epi-pen. The school nurse may designate, in consultation with the Board of Education or chief school administrator, another employee of the school district to administer epinephrine via epi-pen to a pupil for anaphylaxis when the nurse is not physically present at the scene, as provided by N.J.P.L. 1997, c.368; 8A:40-12.6.
3. The designated employee will be referred to as the Unlicensed Assistive Personnel (UAP) all UAP'S must be CPR certified and willing employees.
4. The school district will provide CPR training to the UAP annually.
5. The school physician or a certified school nurse will provide initial training for the technical skill of administering the epi-pen and the symptoms of anaphylaxis which would require the intervention. This training will be repeated on an annual basis.
6. After CPR training and initial training for administration of the epi-pen and symptoms of anaphylaxis, the individual school nurses will specifically train the UAP regarding the individualized emergency health care action plan for each affected student. UAP training review of the action plan should be done annually or more often if deemed necessary by the nurse.
7. UAP training will be documented on the forms approved by the school district (see 2 attachments) for each individual student. The training documentation will be filed in the student's permanent health record so that this history will be consistently available to student's health care providers throughout the district. Epi-pen training documentation, which is student specific, should not be in the employee personnel file because of medical confidentiality.
8. If the epi-pen is administered by the UAP, the UAP must complete the form "anaphylaxis documentation". The completed form will be filed in the student's permanent health record.