

Health Service Protocol/Contract

Epi-Pens

The student will:

- Demonstrate ability to use Epi-Pen appropriately to school nurse, following skills checklist,
- Be responsible for carrying Epi-Pen, on their person, to and from school, and school activities, in a clean, protective encasing, not visible to other students.
- Be responsible for checking that the Epi-Pen is clean, working, and not discolored.
- Be responsible for keeping Epi-Pen at appropriate temperature,
- Deliver the appropriate dose following instructions of healthcare provider,
- Be able to identify triggers and warning signs that indicate the need for medication,
- Immediately notify designated school personnel if Epi-Pen is used,
- Immediately report to school personnel any malfunction of the Epi-Pen,
- Immediately report to school personnel any side effects or reactions,
- Notify parents when Epi-Pen is expired or used.

The parent/guardian will:

- Be responsible for completing parent portion of school plan and following up with school nurse and healthcare provider to make sure plan is complete,
- Be responsible for keeping an extra Epi-Pen at school in case it is needed,
- Checking Epi-Pen with student to ensure it is working properly and not empty,
- Promptly provide student with refill when Epi-Pen is used or expired.

The school nurse will:

- Assess student's ability to carry and use Epi-Pen properly and instruct/reinforce proper technique when necessary. Periodic assessment as discerned by school nurse,
- Notify parent and provider if student is unable to carry and/or use Epi-Pen effectively or appropriately,
- Disseminate school health plan to all new students and annually to all students who require Epi-Pens,
- Be responsible for follow up with parent and /or healthcare provider to obtain a complete and usable plan,
- Provide school personnel with annual training on Epi-Pen,
- Provide school personnel with appropriate medication documentation forms to be used when student uses Epi-Pen,
- Clearly list all places that student should carry Epi-Pen (ie. off campus activities),
- Periodically check to see that a backup Epi-Pen is available to the student at school.

The designated school staff will:

- Obtain training on Epi-Pen use, proper storage, and documentation, and be able to demonstrate correct delivery technique,
- Notify school nurse/parent when Epi-Pen is used,

- Document medication use on approved school forms,
- Notify school nurse of any untoward effects or unusual circumstances,
- Be familiar with the school plan and how to activate emergency plan,
- Ensure that students are carrying their Epi-Pens for field trips and any off-site activities.

This contract is good for one year and will be reviewed for renewal. If any part does not comply with this contract or a change in status occurs, any party may call for an immediate review.

Student Signature Date

Parent/Guardian signature Date

School Nurse Signature Date

Designated Staff Signature Date