

This e-mail message has been approved for distribution by Dr. Maria V. Navarro, chief academic officer; Dr. Kimberly A. Statham, deputy superintendent, school support and improvement; and Dr. Andrew M. Zuckerman, chief operating officer. No hard copy will be provided.

**ACTION REQUIRED BY: October 16, 2015**

Office of Special Education and Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

October 1, 2015

MEMORANDUM

To: All Principals and Coordinators of Special Schools and Programs

From: Chrisandra A. Richardson, Associate Superintendent

Subject: ACTION: Parent/Guardian Notification of Emergency Care for Students Experiencing Anaphylaxis

**Summary**

- The purpose of this memorandum is to provide you with the required notification for parents/guardians of the Montgomery County Board of Education (Board) policy and Montgomery County Public Schools (MCPS) regulation for emergency care for anaphylaxis and that each school maintains a stock supply of EpiPens to be used in case of emergency. The sample letter (Attachment A) has been translated into Amharic, Chinese, French, Korean, Spanish, and Vietnamese.
- The *Annotated Code of Maryland*, Education, Section 7-426.2 (Attachment B) requires each county board of education to:
  - Establish a regulation to authorize school personnel to administer auto-injectable epinephrine (i.e., EpiPens) to a student determined to be or perceived to be in anaphylaxis, regardless of whether the student has been identified as having an anaphylactic allergy or has a prescription for epinephrine from an authorized license health care practitioner,
  - Notify parents/guardians of this regulation at the beginning of each school year, and
  - Authorize each school to obtain and store an EpiPen to be used in emergency situations.
- The Board revised Policy JPD, *Emergency Care for Students Experiencing Anaphylaxis*, and MCPS enacted Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis* to comply with the *Annotated Code of Maryland*.

- On July 16, 2015, a memorandum was distributed to all principals and coordinators of special schools and programs, delineating the process for schools relative to the following:
  - Allocation of EpiPens and requesting a replacement EpiPen
  - Storage and monitoring of expiration dates
  - Required training for school staff members
  - Reporting the use of an EpiPen

**Action**

- Notify parents/guardians of Board Policy JPD, MCPS Regulation JPD-RB, and the administration of EpiPens in schools using Attachment B via newsletter and/or your school's website, no later than **Friday, October 16, 2015**.

**Questions**

- If you have any questions, please contact Ms. Debra A. Berner, director, Department of Student Services, at 301-279-3912 or via e-mail.

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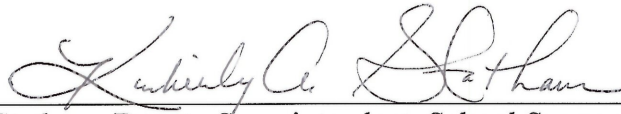
Attachments

Copy to:

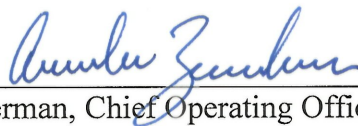
Executive Staff	Mr. Park	Ms. Glick
Ms. Berner	Mrs. Piacente	Mr. Koutsos
Mrs. Collins	School Administrative Secretaries	Mr. Lloyd
Ms. Dawson	Special Schools Administrative Secretaries	Ms. McCartin
Mr. Lynch	Dr. Steinberg	
Mrs. Lyons	Mrs. Cuttitta	

Approved: \_\_\_\_\_

Maria V. Navarro, Chief Academic Officer



Kimberly A. Statham, Deputy Superintendent, School Support and Improvement



Andrew M. Zuckerman, Chief Operating Officer

Sample Letter to Notify Parents/Guardians of Montgomery County Board of Education Policy  
and Montgomery County Public Schools' Regulation Regarding Anaphylaxis

Dear Parents/Guardians:

The health and well-being of your children is of utmost importance to Montgomery County Public Schools (MCPS). The Montgomery County Board of Education adopted Policy JPD, *Emergency Care for Students Experiencing Anaphylaxis*, and MCPS adopted Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*, to safeguard your children in the event of an emergency.

If your child has a known anaphylactic allergy, the *Annotated Code of Maryland*, Education Article, Section 7-426 states that parents/guardians are responsible for notifying schools of a child's special health care needs or diagnosis and providing appropriate medications. These medications may be kept in the school's health room for your child's use in case of an emergency. To do this, you will need to complete MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector* and deliver the properly labeled epinephrine auto-injector to school. The form may be obtained from your school nurse or from the following website at [www.montgomeryschoolsmd.org/departments/forms/pdf/525-14.pdf](http://www.montgomeryschoolsmd.org/departments/forms/pdf/525-14.pdf).

We understand that parents/guardians or students may not know of an anaphylactic allergy until an emergency situation arises. Maryland requires that all schools train their staff members to recognize signs of anaphylaxis and maintain a stock supply of epinephrine auto-injectors (i.e., EpiPen) for use in case of an emergency. Designated staff members at each school are trained to administer EpiPens. Please be assured that whenever an epinephrine auto-injector is used, whether it belongs to your child or is one of the school's stock supply, 911 and you will be called.

If you have additional questions about this Montgomery County Board of Education policy and MCPS regulation, or the use of EpiPens in schools, please contact me or the school health nurse at \_\_\_\_\_.

Sincerely,

Principal

Initials

Annotated Code of Maryland  
Education  
Division II. Elementary and Secondary Education [Titles 2–9]  
Title 7. Public Schools  
Subtitle 4. Health and Safety of Students

MD Code, Education, § 7-426.2

§ 7-426.2. Authorization to administer auto-injectable epinephrine

Effective: July 1, 2013

**Definitions**

- (a) (1) In this section the following words have the meanings indicated.
- (2) “Anaphylaxis” means a sudden, severe, and potentially life-threatening allergic reaction that occurs when an individual is exposed to an allergen.
- (3) “Auto-injectable epinephrine” means a portable, disposable drug delivery device that contains a premeasured single dose of epinephrine that is used to treat anaphylaxis in an emergency situation.

**Policy relating to auto-injectable epinephrine**

- (b) Each county board shall establish a policy for public schools within its jurisdiction to authorize the school nurse and other school personnel to administer auto-injectable epinephrine, if available, to a student who is determined to be or perceived to be in anaphylaxis, regardless of whether the student:
- (1) Has been identified as having an anaphylactic allergy, as defined in § 7-426.1 of this subtitle; or
- (2) Has a prescription for epinephrine as prescribed by an authorized licensed health care practitioner under the Health Occupations Article.

**Scope of policy**

- (c) The policy established under subsection (b) of this section shall include:
- (1) Training for school personnel on how to recognize the symptoms of anaphylaxis;
- (2) Procedures for the emergency administration of auto-injectable epinephrine;



§ 7-426.2. Authorization to administer auto-injectable epinephrine, MD EDUC § 7-426.2

- (3) The proper follow-up emergency procedures;
- (4) A provision authorizing a school nurse to obtain and store at a public school auto-injectable epinephrine to be used in an emergency situation; and
- (5) A requirement that each public school develop and implement a method for notifying the parents or guardians of students of the school's policy under this section at the beginning of each school year.

**Liability of school nurses or other school personnel**

- (d) Except for any willful or grossly negligent act, a school nurse or other school personnel who respond in good faith to the anaphylactic reaction of a child in accordance with this section may not be held personally liable for any act or omission in the course of responding to the reaction.

**Reporting requirements**

- (e) (1) Each public school shall submit, on the form that the Department requires, a report to the Department on each incident at the school or at a related school event that required the use of auto-injectable epinephrine.
- (2) The Department shall develop and disseminate a standard form to report each incident requiring the use of auto-injectable epinephrine at a public school.

**Credits**

Added by Acts 2012, c. 552, § 1, eff. July 1, 2012; Acts 2012, c. 553, § 1, eff. July 1, 2012. Amended by Acts 2013, c. 559, § 1, eff. July 1, 2013; Acts 2013, c. 560, § 1, eff. July 1, 2013.

MD Code, Education, § 7-426.2, MD EDUC § 7-426.2

Current through September 1, 2015 legislation of the 2015 Regular Session of the General Assembly