

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JPC-RA, JPD-RA

Responsible Office: Deputy Superintendent of Schools

Emergency Care for Students Subject to Known Anaphylactic Reaction

I. PURPOSE

To establish procedures to provide emergency medical care to any student who is known to be severely allergic to specific allergens resulting in an anaphylactic reaction.

II. BACKGROUND

Some students have severe, life-threatening reactions to insect venom, nuts, or other substances in the environment and rapidly develop a condition called anaphylactic shock. These students will need an immediate injection of epinephrine while awaiting transport to the hospital.

Students with known anaphylactic reactions to insect venom, certain foods, and other substances should be identified during preschool conferences, from health records, by a parent/guardian, by a physician, and/or by self-referral.

III. PROCEDURES

- A. Students with known anaphylactic reactions to certain insect venom, foods, or other substances may be identified during school conferences, through a review of health records, reports from a parent/guardian, physician, or by self-referral.
- B. A completed Montgomery County Public Schools (MCPS) Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*, is required for the administration of an Epinephrine Auto Injector at school. The parent/guardian's signature for permission to administer the Epinephrine Auto Injector also is required.
- C. When a student with a known anaphylactic reaction is identified, the school community health nurse (SCHN) will work with the student's parents/guardians to ensure that a current health care provider's signed order, MCPS Form 525-14,

Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis, is on file and that the parent/guardian has signed the form. The SCHN will assure that the Epinephrine Auto Injector medication is received and that an Individual Health Care Plan is established, outlining the conditions under which the Epinephrine Auto Injector can be administered.

- D. The Epinephrine Auto Injector will be administered by school health personnel if they are present in the school. In the absence of school health personnel, the injection will be given by school staff members who have received training, are periodically recertified, and have agreed to give such an injection.
- E. A health care provider may identify and recommend responsible and developmentally capable students to self-administer their Epinephrine Auto Injector. In these cases, MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*, must be completed by the health care provider and indicate by signature of the health care provider that the student may carry and self-administer the Epinephrine Auto Injector. MCPS Form 525-14 also requires a signature of a parent/guardian. The SCHN must evaluate and approve the student's ability to self-administer the medication. The student must be instructed by parents and the SCHN to notify health room or school staff when he/she has self-administered the Epinephrine Auto Injector, so that 911 can be called, as well as the parent/guardian.
- F. Responsibilities of the Parent/Guardian
 1. Notifies the SCHN and/or school staff that the student has a known anaphylactic reaction.
 2. Completes and signs the appropriate sections of MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*.
 3. Has the student's health care provider complete and sign the appropriate sections of MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*, authorizing that an injection of epinephrine may be administered by health staff or school staff in the event the student has an exposure to a known substance that may result in anaphylactic shock.
 4. Hand delivers to the school health staff or the school principal the completed MCPS Form 525-14, the Epinephrine Auto Injector labeled by the pharmacist with the student's name, and instructions to be used in the case of an

exposure to a substance known to cause an anaphylactic reaction.

5. Provides two doses of epinephrine when there is an order for a repeat dose.
6. Replaces the Epinephrine Auto Injector(s) if used or when expired upon notification of the health room staff.
7. Obtains renewal of health care provider's order each year.
8. Collects unused Epinephrine Auto Injectors at the end of the school year.

G. SCHN Responsibilities

1. Upon notification of a student with a known anaphylactic reaction, contacts the parent/guardian and sends the Request for Anaphylaxis Medication Order letter Montgomery County Health Department (MCHD) 3174 and MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*, if no current order for emergency care is on file.
2. Files completed MCPS Form 525-14, *Emergency Care for the Management of a Student With a Diagnosis of Anaphylaxis*, in the Medication Administration Record (MAR) folder or notebook.
3. Completes an Individual Health Care Plan and notifies parent/guardian of the individual health care plan developed for his/her child.
4. Teaches the School Health Room Aide (SHRA) and MCPS staff information about anaphylaxis, the procedure for administering the Epinephrine Auto Injector, and how to document the administration of the Epinephrine Auto Injector on the MAR.
5. Ensures the Epinephrine Auto Injector medication is stored in a secure location accessible only to authorized personnel.
6. Maintains a list (MCHD 3190—Students with Identified Anaphylaxis/Severe Allergic Reactions Information) of students with known anaphylaxis, including the signs and symptoms of a severe allergic/anaphylactic reaction, and the names of school staff trained in use of the Epinephrine Auto Injector in the Health Room and distributes a copy of this list to the principal and appropriate staff members. A copy will also be stored in the school Emergency Kit.

7. Informs bus drivers of those students subject to severe allergic/anaphylactic reactions of the necessity of calling the rescue squad for transport of the child to the hospital if there is an exposure to the known allergen while on the bus.

H. Principal's Responsibility

1. In collaboration with the SCHN, surveys school staff for volunteers to give an emergency injection.
2. Ensures that school staff are aware of Individual Health Care Plans for students.
3. In the event that school staff (trained volunteers) administer the Epinephrine Auto Injector, ensures that the Epinephrine Auto Injector is used immediately after the student has been exposed to the known allergen and that the rescue squad, the parent/guardian, and the SCHN or SHRA is contacted as soon as possible after administration of the Epinephrine Auto Injector.
4. Ensures the school staff member who gave the emergency injection records it on the SRS-5 and Medication Administration Record (MCDHHS 3101).
5. Notifies, when appropriate, the Office of School Performance according to established serious incident processes and/or MCPS Form 525-2, *Student Accident Report*, is completed as soon as possible.
6. Ensures the parent/guardian is aware of the arrangements which have been made to provide emergency coverage.
7. When no emergency coverage through staff volunteers can be arranged, the parent/guardian must be informed of the following:
 - a) The school health room aide assigned to the school will follow the emergency plan for the student.
 - b) If that individual is absent, 911 will be called immediately in the event of an anaphylactic reaction.
8. Ensures the staff and parent community are familiar with the school system guidelines on the use of food sources outside of the school.

I. Responsibility of the Student

Students may self-carry and self-administer emergency medications under the following conditions:

1. Signed permission by the health care provider and the parent/guardian as indicated on MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis*.
2. Approval by the school nurse.

J. Administering the injection

1. School health personnel administer the injection whenever possible. In the absence of a SCHN or school health room aide, previously identified and trained school personnel give the injection. Students may self-administer emergency medication as indicated in Section D.
2. Ensure 911 is contacted immediately and made aware that an injection has been administered.

Regulation History: Formerly Regulation No. 525-14, revised October 1982; revised April 1, 2008.