

Students

Administrative Procedure - Checklist for District Supply of Undesignated Epinephrine Auto-Injectors

- The Superintendent, school nurse, and/or other necessary school officials should consult the Board Attorney to develop a plan to implement Section 22-30 of the School Code.
- Obtain a prescription to maintain a supply of undesignated epinephrine auto-injector(s) (UEAs) in the District's name pursuant to 105 ILCS 5/22-30(f), amended by P.A. 98-795.
- Designate a secure location(s) to store UEAs where an allergic person is most at risk, including but not limited to, classrooms and lunchrooms pursuant to 105 ILCS 5/22-30(f), amended by P.A. 98-795.
- Develop a method for maintaining an inventory of the UEAs. The inventory should list the expiration dates of the UEAs.
- Identify procedures for a log or other recordkeeping of provisions, or administrations of UEAs.
- Develop procedures to implement the prescribing physician's standing protocol for the provision, or administration of UEAs, including calling 911 and noting any instructions given by Emergency Management Services (EMS). Upon any administration of *any* epinephrine auto-injector, procedures must include:
 1. Immediate activation of the EMS system (105 ILCS 5/22-30(f-5), amended by P.A. 98-795).
 2. Notification to the student's parent, guardian, or emergency contact, if known (Id.).
 3. When a UEA is administered, the school nurse must make the following reports to the:
 - a. Physician, physician assistant, or advance practice nurse who provided the standing protocol or prescription for the UEA **within 24 hours** (105 ILCS 5/22-30(f-10), amended by P.A. 98-795).
 - b. Ill. State Board of Education (ISBE) **within three (3) days** (105 ILCS 5/22-30(i), amended by P.A. 98-795). Notification will be on an ISBE-prescribed form, and will include:
 - i. Age and type of person receiving epinephrine (student, staff, visitor),
 - ii. Any previously known diagnosis of a severe allergy,
 - iii. Trigger that precipitated allergic episode,
 - iv. Location where symptoms developed,
 - v. Number of doses administered,
 - vi. Type of person administering epinephrine (school nurse, trained personnel, student), and
 - vii. Any other information required by ISBE on the form.
- Determine how the District will identify the student populations whose parents/guardians:
 1. Have not completed and signed a *School Medication Authorization Form*, or

2. Have not provided an epinephrine auto-injector to a student for use at school, even though they have completed the *School Medication Authorization Form*.

Determine when the school nurse will provide or administer the UEAs to students.

The school nurse or trained personnel may:

1. Provide a UEA that meets the prescription on file in the *School Medication Authorization Form* to:
 - a. Any student for his or her self-administration only (105 ILCS 5/22-30(a) & (b-10), amended by P.A. 98-795), or
 - b. Any personnel authorized under the student's Individual Health Care Action Plan, Food Allergy Emergency Action Plan and Treatment Authorization Form, or Section 504 Plan to administer an epinephrine auto-injector to the student (105 ILCS 5/22-30(b-5), amended by P.A. 98-795). *Any personnel authorized* under these plans is limited to a school nurse, registered nurse, or a properly trained administrator in accordance with Section 10-22.21b of the School Code.
2. Administer a UEA to any student that the school nurse or *trained personnel* in good faith believes is having an anaphylactic reaction even though the parent/guardian has not completed and signed a *School Medication Authorization Form* or otherwise granted permission to administer the epinephrine auto-injector (105 ILCS 5/22-30(b-10), amended by P.A. 98-795). **Note:** *Trained personnel* are different than *any personnel authorized* in 1.b., above (105 ILCS 5/22-30(a), amended by 98-795). *Trained personnel* means any school employees or volunteer personnel who are (a) authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code, (b) annually trained online or in person to recognize and respond to anaphylaxis through a training curriculum developed by the Ill. State Board of Education (ISBE), and (c) submitting proof to their school's administration that they have completed the annual training (105 ILCS 5/22-30(g), amended by P.A. 98-795). The law does not provide a deadline for ISBE to complete this training curriculum.

Assess how to manage requests from parents/guardians who wish to *opt-out* of the UEAs being available to their child.

The School Code does not provide a mechanism for a student or his or her parent/guardian to *opt-out* of the administration of the District's supply of UEAs when a nurse and/or trained personnel in good faith professionally believe a student is having an anaphylactic reaction. While there may be religious, health, or other reasons that a student's parent/guardian may wish to *opt-out* of the administration of a UEA to their child, the law does not provide a way for parents/guardians to do so. Management of this issue should be discussed with the Board Attorney. For additional guidance on this issue, see Board policy 7:275, *Orders to Forego Life-Sustaining Treatment*.

Determine how to notify all parents/guardians about how UEAs may be provided or administered to students.

If the District maintains a supply of UEAs, it must notify parents/guardians of the protections from liability granted to it and the prescribing physician by 105 ILCS 5/22-30(c). There are two groups of parents/guardians that the District must notify: (1) parents/guardians of students who have previously signed a *School Medication Authorization Form*, and (2) parents/guardians of all students.

For parents/guardians who have previously signed the *School Medication Authorization Form*, 105 ILCS 5/22-30(c) requires the District to provide additional notice that the physician providing the standing protocol and prescription for the District's supply of UEAs is protected from liability, except for willful or wanton conduct arising from the use of a UEA regardless of whether authorization was given by the student, parent/guardian, or student's physician. Discuss with the Board Attorney whether to amend the District's form(s) to include this language.

For parents/guardians of all students, 105 ILCS 5/22-30(c) requires parents/guardians to be informed that: (1) the District maintains a supply of UEA, and (2) the District and the prescribing physician are protected from liability when the school nurse and/or trained personnel administer a UEA to any student when these individuals in good faith professionally believe that the student is having an anaphylactic reaction. There are several methods to inform parent/guardians of this information, e.g., receipt of handbook signature, or see Exhibit 7:270 E, *School Medication Authorization Form*. Discuss with the Board Attorney the method that works best for the District.

ADOPTED: 3/13/2012

REVISED: 1/27/2015

