INTRODUCTION

This tool kit provides school nurses and licensed professional registered nurses with guidelines for a minimal standard of training. These guidelines were developed to train unlicensed school personnel in the recognition of anaphylaxis and administration of a stock epinephrine auto-injector (EAI) in accordance with Michigan Public Act 187 of 2013. These are evidenced based model trainings and are not mandates or requirements for local agencies. These standards were obtained from the agencies we acknowledge in this document and represent the standard of care by experts in the field.

It is recognized that there are not enough school nurse specialists employed by school districts in Michigan which would allow for best practice standards in all schools. The gold standard for the management of anaphylaxis in the school settings is stock epinephrine **AND** a school nurse in every building.¹

This tool kit contains three separate levels of guidance depending on the responsibility of the unlicensed school personnel being trained:

- **Level I** outlines information school staff should know in order to recognize a possible anaphylactic reaction and how to use their school protocol to get help.
- **Level II** outlines information the designated school team should consider for an individual student who has a known allergy, a prescribed medical action plan and their own EAI. This planning will include prevention measures to avoid a known allergen as well as recognition and treatment.
- **Level III** is designed for staff designated to identify previously undiagnosed anaphylaxis and the use of a stock EAI on an individual in the school student. This training includes an outline and power point presentation. The extensive notes attached to the power point slides allow for the standardization of the information shared and are to be used by all RN educators. It is highly recommended that at least one copy of the power point with slide notes is printed and bound for staff to reference after the presentation and training. *Nurse educators should read and review slide notes prior to training.*

A minimum time allotment has been suggested for each level of training. A level III training is estimated to take a minimum of 2 hours. Factors that might influence the time required are the number of staff trained simultaneously and the number of RN educators available to assist with individualized skill practice, competency evaluations, and test review.

In addition to the MASN Tool Kit training materials, MASN collaborated with the team at Allergy Home to provide additional resources. Their website, [www.allergyhome.org](http://www.allergyhome.org), contains a Michigan specific tab with a 30 minute video module entitled *Food Allergies & Anaphylaxis in Schools: What School Staff Need to Know.* This video was designed to supplement, not replace, a face-to-face training by a school nurse or other RN educator. To incorporate this into your MASN levels of training you will need access to the internet, projection and good sound. The video is narrated by Michael Pistiner, MD, MMSc, a board certified allergist. Use of this video is encouraged and will help provide a more consistent presentation across Michigan schools.

¹ Allergy Home website, Michael Pistiner MD, MMSc; board certified allergist
MA SN has the following general recommendations:

- Training and/or review should be done twice a year (yearly at a minimum prior to school starting)
- Training should be face-to-face with the School Nurse or licensed RN educator
- Two people at a minimum (4-6 people are recommended to be trained in each building) need to be designated to be trained in every school (regardless of its size) to recognize anaphylaxis and be able to administer stock epinephrine with an epinephrine auto-injector (EAI).
- All staff should have a level I training. Without school community knowledge on possible signs and symptoms of anaphylaxis, those trained to treat with stock epinephrine may not be made aware of a possible anaphylactic emergency in time.
- Practice anaphylactic emergency drills annually. This can be done in conjunction with other medical response drills, such as cardiac arrest.
- The two sample reporting forms provided in this kit were designed for tracking ANY and ALL administration of an EAI during the school year. The form selected for use will help provide a record for the mandated reporting at the close of the school year to MDE. Staff should be designated to keep this information safe and confidential until it is given to the administrator with access to the Michigan Department of Education Survey for mandatory recording of annual totals in the three categories delineated by law.

Lastly, this kit provides many sample forms and other documents for school/district use.
Acknowledgements

MASN would like to recognize the contributions of the two Epinephrine Resource School Nurses (ERSN) in Michigan for the revisions and updates to this toolkit in 2016; Nancy Polmear-Swendris and Evilia Jankowski.

MASN would like to express appreciation for those responsible for the original development of the contents of this tool kit and to thank the MASN Board of Directors for their review of the Tool Kit.

Ronda Harrison, BSN, RN, NCSN
Mary Larsen, BSN, RN
Nancy Polmear-Swendris, MEd, BSN, RN, NCSN, ERSN
Anne F. Russell, BSN, RN, AE-C

MASN would also like to recognize the following contributors and/or organizations that shared their work freely and gave permission for adaptation in this Tool Kit.

Terri Czerwinski, MSN, BSN, RN
Ginger Hughes, BSN, RN
Evilia Jankowski, MSA, BSN, RN, ERSN
Cathy Owens, RN, MEd, NCSN
Deborah Pontius, MSN, RN, NCSN

Food Allergy Research and Education (FARE)
The team at AllergyHome.com
Anaphylaxis & Administration of Stock Epinephrine Tool Kit

Table of Contents:

1. The Law and State Guidelines
   • Public Act 187 and Public Act 186
   • Highlights of PA 187 from WCRESA
   • Michigan State Board of Education Addendum to the 2002 Model Policy and Guidelines for Administering Medication to Pupils at School
   • How to obtain free epinephrine auto-injectors (EpiPen4Schools® program)

2. Web Resources
   • Web sites for training
   • Web sites for general information
   • Web sites for Anaphylaxis Action Plans (AAP)

3. Levels I, II, & III Training Outlines
   • Power Point included for level III
   • Link to Allergy Home for supplemental training
4. Hand Outs for Printing

*Using Level III power point*
- How a child might express allergic distress (slide # 4)
- Generic AAP (slide # 6)
- Tips for Avoiding Your Allergen/Read-A-Label (slide # 7)
- Scenarios for trainer (slide # 29)
- Sample 911 phone script (slide # 30)

*Using Level I or II instruction*
- List of alternatives to food for classroom celebrations
- Tips for Avoiding Your Allergen (reading food labels)

5. Sample Documents and Forms
- District Board Policy
- 911 Phone Script
- Emergency Anaphylaxis Action Plan for stock Epinephrine Auto-Injection (2 page plan with tips for administration and storage of epinephrine on the reverse side)
- Epinephrine Auto-Injector Administration Documentation (two separate forms provided)
- Practice Scenarios (for the RN educator to use with staff)
- Competency Check List
- Written Self-Assessment Quiz (FAAN)
- Documentation of Staff Training (on sign in sheet for tracking)
- Evaluation of Training (for school staff to complete)