LEVEL 1 TRAINING (20-30 minutes)

This level of training is meant for all unlicensed school personnel that have contact with school children in the school setting in the state of Michigan. They might also need to support staff actively involved in treatment of a student experiencing anaphylaxis.

- Understand your role as school staff (example: know where stock EAI is kept, how to assist with directing classmates or relaying information and know your school emergency protocol)

- Be aware of the roles and names of key personnel in the school (example: Principal Jones is head of the crisis team at your school, Lead Teacher Smith is responsible for administration of stock EAI and Office Professional Sam will call 911)

- Anaphylaxis: definition, causes and symptoms (show Anaphylaxis Action Plan-AAP that will be used in your district)

- Prevention of anaphylaxis (example: reading food labels, tables wiped with soap and water between students to avoid peanut oil residue on surface, noting of stinging insects on the playground and avoidance of open dumpsters)

- Treatment of anaphylaxis (refer to Anaphylaxis Action Plan [AAP])
  - Use of EAI (practice with EAI trainers), know to document times of actions
  - Call 911, report anaphylaxis and stay on the line. Know your location in the building and/or the closest outside door with identification
  - Stay with the student, and calm while helping

- Completion of district incident report(s)

- Know that all EAI use is to be reported to the State of Michigan using the MDE/MEGS+. This yearly report requires schools to keep records of the following three uses of EAI:

  1. The total number of times epinephrine was used at school during the school year (this number includes both students who supplied an AEI and students without an EAI who were given stock EAI). *This information will inform research on how many students experience anaphylaxis during school hours.*

  2. The number of students given an EAI during the school year that were not previously diagnosed (this number will reflect only students without a known history of severe allergy). *The information collected here will aid research on the percentage of school children previously undiagnosed who experience a first time anaphylactic reaction at school.*

  3. The number of students given stock EAI during the school year (this number will help evaluate need and usage). *Documentation collected might help clarify needs.*

- Bullying: staff and student (example: an allergic student being singled out as the reason a classroom is not allowed to have a certain food item or a teacher eye rolling when referring to a student with a food allergy)
LEVEL 2 TRAINING (30 minutes-45 minutes)

This level of training is meant for all unlicensed school personnel that are responsible for school children with individual health plans (IHP) in the school setting in the state of Michigan that might require them to recognize anaphylaxis for that student and use an EAI.

- Life skills that staff might use outside of school and long term (example: learning to read a food label and administering an EAI)

- Understand your role in recognition of anaphylaxis and treatment (example: know who the students are in your charge that have a diagnosis of a severe allergy and how to implement their emergency medical plan for treatment)

- Be aware of the roles and names of key personnel in the school that are trained to recognize anaphylaxis and use stock EAI to treat anaphylaxis (example: know the staff that have been designated to play a key role in the treatment of anaphylaxis with stock epinephrine and know your school emergency protocol)

- Anaphylaxis: definition, causes, symptoms and recognition (example: know the student specific individual emergency medical plan of care and review the district AAP)

- Prevention of anaphylaxis
  - Reading food labels (FARE handout)
  - Alternatives to food for class parties and rewards (handout)
  - Awareness of high risk students and behavior that might increase a student's chances for anaphylaxis (examples: asthmatic, history of allergies, exposure to stinging insects; students that show risky behavior [often middle or high school level students] or students that are developmentally immature)

- Treatment of anaphylaxis (note time of symptoms starting)
  - Recognition of anaphylaxis as determined by an AAP
  - Use of EAI (note time given)
    - Call 911: report anaphylaxis, address of school and location of individual experiencing anaphylaxis while sending an adult to meet EMT (Schools should inquire if local 911 responders are prepared to treat and monitor anaphylaxis prior to needing this service in an emergency)
    - Stay with the student (the student should lay down if not vomiting or having a problem with breathing, avoid sudden standing)

- Bullying staff and/or peers (help staff and classmates understand student’s restrictions, the potential seriousness of exposure and how to help the student feel safe and accepted)

- Documentation (see sample form provided in this tool kit)
  - Record time event started
- Record time(s) EAI was given
- Take notes as the event occurs that may be helpful later
- Send documentation of event, plan of care and emergency contacts with EMT
- Complete district incident report

• EAI use report to State (MDE/MEGS+) This yearly report will require school record keeping for the following three uses of an EAI:

1. The total number of times an EAI was used during the report year
2. The number of students given an EAI during this period that were not previously known to have anaphylaxis
3. The number of times the school’s stock EAI was used for a student on school grounds

• Epinephrine auto-injector (EAI) specifics

- Storage and location: EAIIs are typically unlocked in the office, clinic, classroom, or cafeteria (some families will want EAIIs in several locations) and some students may self-carry. EAIIs should be easily accessible and stored at room temperature.

- Procedure(s) for injection depend on the age of a student. Discuss safe restraining holds and special instructions for different brands of EAIIs.

- Expiration date: check for need to replace during the current school year

- Clarity of medication: look in EAI window, should be clear with no sediment or color

- Dose is weight related and ordered by the prescriber for the individual student in their anaphylaxis action plan

- EAI self-carry may be permitted as determined by the provider and parent but the student may NOT necessarily have the ability to self-administer during an episode of anaphylaxis

• 504 determination to be made by designated school team upon parental request and medical provider’s updated documentation

• FERPA/HIPAA (privacy laws) as they apply to the student

• Review incident within 72 hours with key staff to evaluate how the emergency was handled, ways to improve the response and how to prevent an accidental exposure with both food and/or stinging insects
LEVEL III TRAINING (1-2 hours)

This level of training is meant for all unlicensed school personnel in the state of Michigan that are responsible for identifying anaphylaxis and administering stock (non-student specific) epinephrine to students in the school setting. This level of training primarily focuses on students with unknown allergies that may experience their first episode of anaphylaxis at school. The content of this training level is consistent with the requirements of PAs 186 & 187 as well as the Michigan State Board of Education Addendum to the 2002 Model Policy and Guidelines for Administering Medications to Pupils at School: Guidelines for Responding to an Anaphylaxis Emergency at School.

Power Point for Level III available in this tool kit

- Understand your role in recognition of anaphylaxis and treatment
- Be aware of the roles and names of key personnel in the school that are also trained in anaphylaxis recognition and stock epinephrine administration
- Overview of anaphylaxis:
  - Definition, causes, symptoms and recognition
  - Risk factors for anaphylaxis
  - How a child might describe their symptoms (handout)
  - Emergency Anaphylaxis Plan for Stock Epinephrine (handout)
  - Food allergies as trigger for anaphylaxis
  - Medical Identification
- Michigan 2013 Public Act 186 & 187
  - Pertinent contents of new law
  - How requirements apply to audience
  - Legal immunity/protection
  - MI Department of Education Addendum to the 2002 Model Policy & Guidelines for Administering Medications to Pupils in School: Guidelines for Responding to an Anaphylaxis Emergency at School
  - Epinephrine standing order protocol
  - Prevalence of students at risk for food-induced anaphylaxis in schools
- District Policies
- How to obtain free EAIs in Michigan schools
- Annual reporting per new law
- Staff protection in the medication law
- Stock EAIs in Michigan schools
  - EpiPen®
  - Availability/Accessibility – NEVER LOCK
  - Storage/Stocking
  - Expiration Check & Disposal
  - Checking clarity of medication using EpiPen® window
  - 2 doses - based on weight
  - Field Trips - stock epinephrine only for use at school during school hours. Student specific EAIs should be transported on all field trips
  - Summer vacation
• Demonstration on how to use an EpiPen® with trainer device
  - Procedure steps
  - Tips
  - Methods to safely hold a child during administration

• **Practice time using EpiPen® trainer device**
• Case scenarios for the nurse educator to lead discussion
• 911 Emergency Protocols
  - Calling 911
  - Reporting event/location to EMS
  - Notifying school office
  - Staying with student until EMS arrives
  - Being ready to administer 2nd dose of epinephrine if needed
  - Being ready to provide CPR if needed

• Follow-Up & Documentation
  - Note time of event
  - Take notes as event occurs
  - Documentation and emergency contact information to EMS
  - District incident report and/or epinephrine specific report
  - Report use of EAI to state using MDE/MEGS+ reporting system
  - Follow up with parent/guardian
  - Review of school emergency response with school team within 72 hours

Q&A
Skills check list
20 question quiz (FARE)
Program evaluation
Certificate of completion

AllergyHome.org 30 minute video entitled - *Food Allergies & Anaphylaxis in Schools: What School Staff Need to Know*

*If there is not enough time or technical ability to view this during the training, it is highly recommended that staff do so at a later time when access is available.*

• **Content of video:**
  - Consistent with CDC’s Voluntary Guidelines for Managing Food Allergy & Anaphylaxis in Schools and Early Care and Education Programs
  - Definition, signs/symptoms, triggers
  - Risk factors for food allergy & anaphylaxis
  - Social implications of diagnosis (e.g. bullying; developmental concerns)
  - Prevention of anaphylaxis (e.g. label reading; cross-contact; hidden allergens)
  - Recognition of anaphylaxis
  - Treatment of anaphylaxis in the community (e.g. preparedness, emergency plans)
  - Epinephrine (e.g. side effects, auto-injector brands, tips, use)
  - School management strategies (e.g. classroom, cafeteria, recess, events, bus)
  - Creating supportive school communities