

Fairfield School Health Program

GUIDELINES FOR TRAINING OF SCHOOL PERSONNEL

PROCEDURE: Administration of Epipen and Epipen Jr. Auto-Injector by Principals, Teachers, Coaches, and Paraprofessionals*

*Source: - Epipen package insert
- State of CT., Dept. Education Training Guidelines

1. Determine whether Epipen or Epipen Jr. is to be used according to student's medication orders.
2. Locate Epipen or Epipen Jr. to be given.
3. Flip open the yellow cap of the Epipen, or green cap of Epipen Jr., and slide the auto-injector out of the plastic carrying tube.
4. Before using, check Epipen or Epipen Jr. to make sure solution in auto-injector is clear. If discolored, do not use.
5. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
6. With your other hand, pull off blue safety cap.
7. Place orange tip in the middle of the outer thigh, at right angle to leg.
8. If you are administering Epipen or Epipen Jr. to a young child, hold the leg firmly in place while administering the injection.
9. Swing and push the auto-injector firmly into thigh until it clicks and hold in place for 3 seconds.
10. Remove and discard auto-injector. The orange tip will extend to cover the needle.
11. Massage the injection site for 10 seconds.
12. Call 911 if this has not already been done.
13. Repeat injection using another Epipen or Epipen Jr. auto-injector in 10 minutes if no improvement or if further deterioration has occurred.
14. Document the following on the student's Medication Administration Record:
 - Date
 - Time medication given
 - Dosage of medication given
 - Legal signature of principal, teacher, coach or paraprofessional administering medication.If an error in documentation is made, draw a single line through the entry and initial it. Record the correct data on the next line.
15. If a medication administration error is made, follow the school's policy and procedures
Re: notification and documentation of such errors.