

School Surveillance and Medication Program
STOCK EPINEPHRINE

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THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman
College of Public Health



Food allergy awareness saves lives.

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1.

Welcome Letter



June 3, 2021

Dear Maricopa County School Participants,

RE: School Surveillance and Medication Program - Stock Epinephrine

Welcome to the start of a new school year! The Kyah Rayne Foundation, a non-profit organization in Phoenix, Arizona, has partnered with Maricopa County Department of Health, the Stock Inhaler Program, and the University of Arizona Mel & Enid College of Public Health to bring to you the new and improved Stock Epinephrine Program, a component of the School Surveillance and Medication Program (SSMP).

The SSMP has been established to provide school systems with guidelines and implementation of policies and procedures that encourage schools to obtain stock epinephrine auto-injectors (EAs) and other life-saving medications. Epinephrine, also known as adrenaline, is a medication that can prevent anaphylaxis and potentially save the lives of students or school personnel who have a severe unknown allergic reaction and/or respiratory distress. Therefore, securing access to stock epinephrine is important for providing a safe environment for all Maricopa County students and school personnel.

The Kyah Rayne Foundation will work closely with schools to train and certify school personnel, and to register and enroll schools using the SSMP web application to create more consistent data collection. Additionally, we have created this toolkit to provide your school with the most relevant and necessary information for participating in the Stock Epinephrine Program. With your participation in this program, we can continue to advocate for increased access and availability to EAs in schools and to prevent unnecessary deaths from anaphylaxis.

We are very excited to be part of this program and look forward to working with you and your school throughout the school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Cohen".

Lisa Cohen

Founder

Kyah Rayne Foundation

info@kyahraynefoundation.org

2.

Letter of Support

April 2, 2019

Dear Maricopa County schools,

In 2013, Governor Jan Brewer signed the SB 1421 - Stock Epinephrine Law. This legislation allows schools to purchase, store, and administer epinephrine auto-injectors. This medication can be safely given by trained school personnel to anyone who experiences sudden anaphylaxis (a severe allergic reaction) while at school on campus. When quickly given, epinephrine may be life-saving.

- More than 20 percent of epinephrine use in a school setting was on those without a previous diagnosis of an allergy (FARE, 2016)
- Epinephrine is the only medication that can counteract the symptoms of an allergic reaction (FARE, 2016)
- One child in each classroom is likely to have a food allergy (CDC, 2013)

Maricopa County Department of Public Health created a web-based application, School Surveillance and Medication Program (SSMP), to ensure that all Maricopa County schools can implement their own school stock epinephrine auto-injector program. This collaboration will provide all schools who enroll in the SSMP with the following materials according to ARS§ 15-157 and AAC§ R7-2-809:

- Prescription for medication (epinephrine auto-injector)
- Standing medical order to enable trained school personnel to administer epinephrine auto-injector
- Resources for annual training of school site personnel
- Stock epinephrine protocol & action plan (e.g., for the recognition and management of anaphylaxis)
- Stock epinephrine documentation logs (e.g. to comply with State of Arizona requirements)

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to things such as certain foods, medicine, latex, or an insect sting. Epinephrine is the drug of choice for treatment of anaphylaxis, and should be given as soon as possible at the onset of symptoms.

If there were to be a student, a staff member, or other adult who developed symptoms of anaphylaxis at school, there would be a delay before paramedics or ambulance staff could arrive. Therefore, having school staff trained in recognizing anaphylaxis and quickly giving epinephrine may be life-saving. Students who have been identified as being at risk for an allergic reaction should have their own auto-injector of epinephrine at school. However, some students or adults at school may have their first anaphylactic reaction in a school setting.

If you would like to participate in this program, more information is available at <https://www.maricopa.gov/5038/Rescue-Medication-Surveillance>. You can also email us directly at PublicHealthNurse@Maricopa.gov.

We are excited about this opportunity to improve the safety, health and well-being of your students and community.

Sincerely,



Steve Watson
Maricopa County School Superintendent



Max Porter
Public Health Interim Director

3.

Kyah Rayne Foundation Executive Summary



Executive Summary

The Kyah Rayne Foundation (KRF) was founded in 2019 by Lisa Cohen in honor of her daughter, Kyah Rayne, who died of anaphylactic shock at the age of 21 after mistakenly ingesting a peanut. Since then, KRF has remained dedicated to advancing food allergy awareness and education, and advocating for increased access and availability to epinephrine auto-injectors (EAI). KRF believes that by increasing the availability of EAI and educating more people on how to use them, more lives can be saved.

With food allergies on the rise, KRF has recognized the need for schools to have increased access and availability to EAI to protect the lives of students and school personnel. As such, KRF has embarked on a journey to enhance Arizona's Stock Epinephrine Program, which is a component of the School Surveillance and Medication Program (SSMP), and to increase program enrollment rates among public, private, and charter schools.

KRF has partnered with the Arizona Department of Health Services, University of Arizona Mel & Enid Zuckerman College of Public Health, Western Region Public Health Training Center, Maricopa County Department of Health, and Pima County Health Department, to enhance the Stock Epinephrine Program, including creating a program toolkit and a new interactive online epinephrine training course — Kyah's EPICourse. This course will provide up-to-date information on food allergies, anaphylaxis, and the use of epinephrine. Completion of Kyah's EPICourse by school personnel will enable schools to meet the requirements established by the SSMP.

KRF will be reintroducing the Stock Epinephrine Program to Arizona schools at the start of the 2021-2022 school year and aims to increase school enrollment rates, particularly in Maricopa and Pima Counties, to 25% by the start of the 2022-2023 school year. With successful implementation of the program, KRF hopes to expand Kyah's EPICourse beyond schools and implement it in food safety training programs, babysitting and child care certification courses, and many more. KRF hopes that access to Kyah's EPICourse and to EAI will increase nationwide, and ultimately, reduce the number of deaths from food allergies.

If you would like to learn more, please visit <https://www.kyahraynefoundation.org/>

Sincerely,

Kyah Rayne Foundation

4.

Stock Epinephrine Program: Step-by-Step Instructions

Use the following step-by-step instructions to guide you through the process of verifying your school's eligibility for enrollment in the Stock Epinephrine Program.

If you have any questions or require additional assistance throughout this process, please contact:

Kimberly Ivich, BSN, RN
Maricopa County Health Department
Office: (602) 372-2616
Cell: (602) 540-1193
Email: PublicHealthNurse@maricopa.gov

Stock Epinephrine Program: Step-by-Step Instructions

1

MY SCHOOL

Access the "My School" page in the SSMP web application

Verify all school information, including Medication Program Lead information

Click on each tab to upload and submit the required documentation for the Stock Epinephrine Program

The Medication Program Lead will receive an email from the SSMP when each required documentation is submitted

IMPORTANT: Approval to implement the Stock Epinephrine Program MUST BE obtained from your school administration and district to be eligible to receive stock epinephrine.

2

TRAINED STAFF

Click on "Add Staff Member"

Enter trained staff information including expiration date

Upload training certificate; click "Submit" when done

Email confirmation will be sent to the Medication Program Lead

3

DATA COLLECTION

Click the "Pencil" for data entry

Enter your school's numbers; the program will automatically create percentages

All school data needs to be entered at the same time; do not leave blanks

Click "Submit" when done

Email confirmation will be sent to the Medication Program Lead

4

STANDING ORDERS REQUEST

Click on "Add New" to submit an Epinephrine Standing Order Request/Prescription Request Form

The Medication Program Lead is the requestor

Enter District/Organization approval information (e.g., name, email)

Verify trained staff and data collection is entered and correct

Submit request form; you will be contacted for further instructions from MCDPH nurse within 5 to 7 business days

DOCUMENTATION LOGS

Every time stock medication is administered a documentation log must be entered and submitted to the SSMP

Click on "Add New" to submit a stock epinephrine report

Enter all information requested and click "Submit"; email confirmation will be sent to Medication Program Lead

MCDPH nurse will follow up with Medication Program Lead

ADHS will receive the epinephrine report directly from your submission to SSMP

5.

Accessing Kyah's EPI Course

Enrolling your school in the Stock Epinephrine Program will require at least 2 school personnel to be trained on how to use an epinephrine auto-injector in case of an emergency.

In this section, instructions are provided for:

- New Users
- Returning Users
- Enrolling in Kyah's EPI Course
- Completing Kyah's EPI Course and receiving your Certificate of Completion

Before You Begin:

1. Make sure to enable pop-ups and update the Flash Player on your operating system
2. If the training module does not play properly, it is probably a web browser issue
 - a. Internet Explorer is a good browser to use for this training
3. If the training becomes stuck or stops playing, exit the browser and sign back into the Moodle website
4. If you have any questions specific to the course, please contact the Western Region Public Health Training Center at wrphtc@arizona.edu

New Users:

Step 1: Go to <https://moodle.publichealth.arizona.edu/course/view.php?id=374>. Click on “Create New Account” under the blue “Log in” bar.

IMPORTANT: Please review the instructions on the left-hand side of “Sign In” section.

The screenshot shows the Moodle login page at <https://moodle.publichealth.arizona.edu/login/index.php>. On the left, a dark sidebar contains a red box labeled "Read Instructions" with a list of steps for creating a new account. On the right, the "Sign In" form has a red box labeled "Click 'Create New Account'" with an arrow pointing to the "Create new account" link below the "Log in" button.

Read Instructions

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address. If you do not receive this email within an hour, please contact us at cophoit@email.arizona.edu. Also make sure to check your junk folder.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Sign In

Username

Password

☐ Remember username [Forgot Password?](#)

No Account? [Create new account](#)

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[f](#) [t](#) [in](#) [@](#) [v](#)

Step 2: Click “Expand all” to see all the sections. Complete all required fields to create a new account. Once you are done, click to “✓” the box to confirm you are not a robot. Click “Create my new account”.

The screenshot shows the Moodle sign-up page at <https://moodle.publichealth.arizona.edu/login/signup.php>. On the right, the "Sign Up" form has a red box labeled "Click 'Expand all'" with an arrow pointing to the "Expand all" link. Below the form sections, there is a checkbox labeled "I'm not a robot" with a red box labeled "Click to verify you are not a robot, then click 'Create my new account'" and an arrow pointing to it. At the bottom, there is a "Create my new account" button and a "Cancel" link.

Sign Up


[Expand all](#)

[Choose your username and password](#)

[More details](#)

[Occupational Information](#)

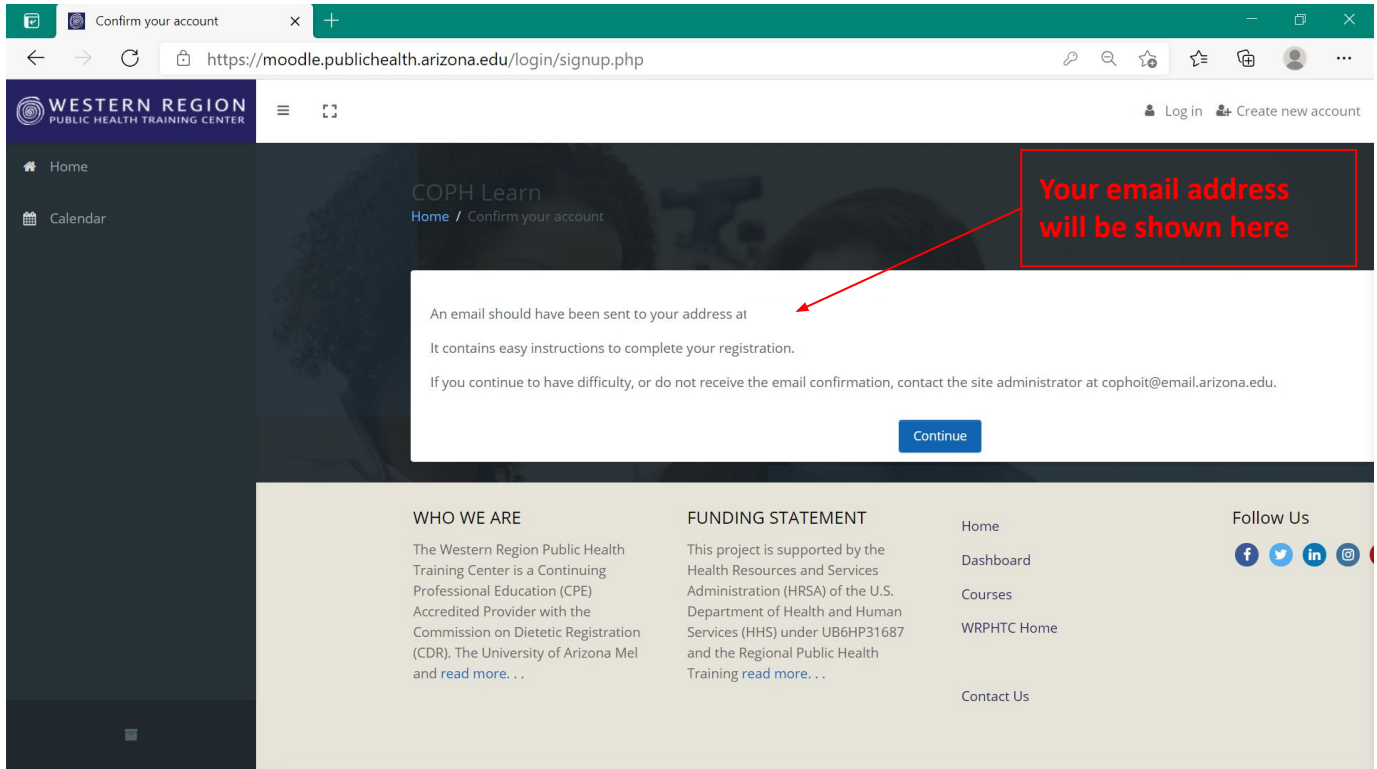
[Demographic Information](#)

☐ I'm not a robot 

There are required fields in this form marked *

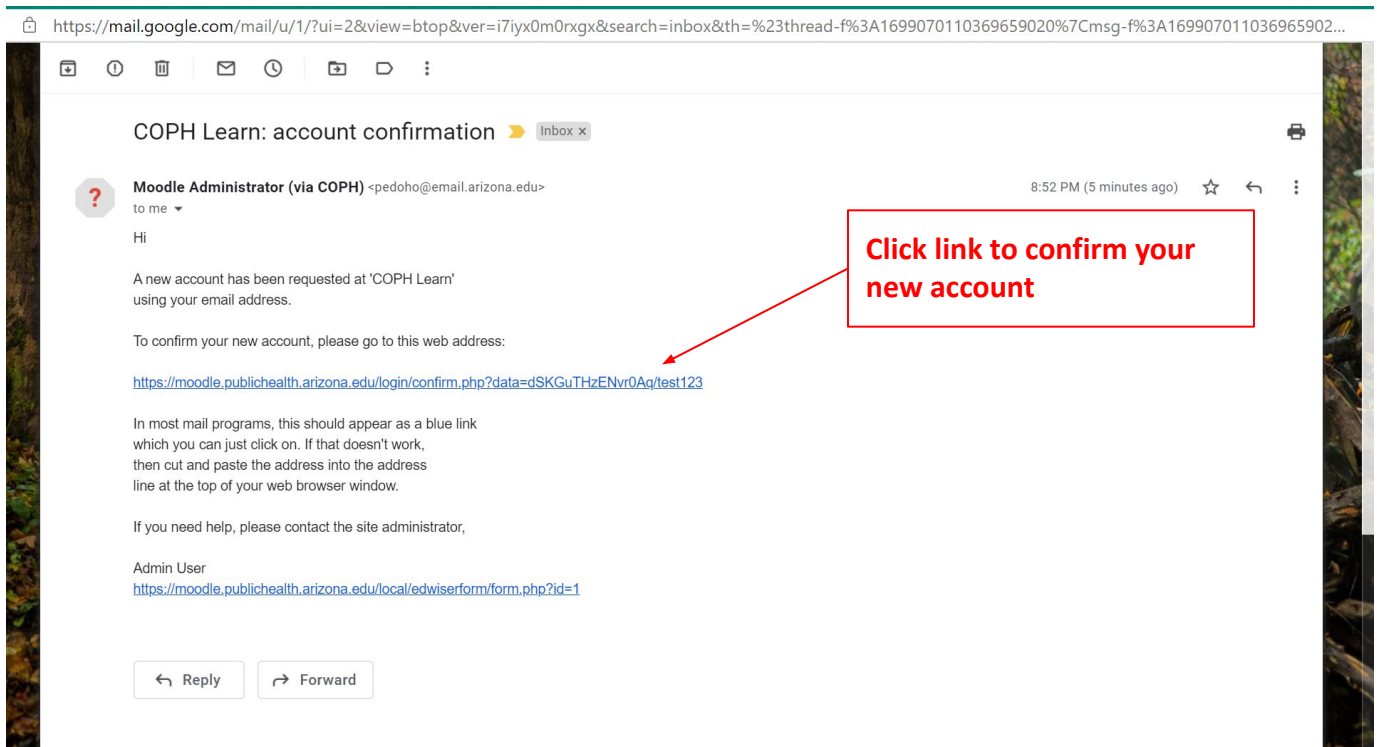
You are currently using guest access ()

Step 3: An email will automatically be generated and sent to the email address you provided in the “Create my new account” section.



Step 4: Login to your email account to complete registration. Open the email and follow the instructions. Click on the link provided.

IMPORTANT: Check your spam if you cannot locate the email.



Step 5: After you click on the link, you will be directed to a new webpage confirming your registration. Once here, click “Continue” to go to the navigation page of Kyah’s EPICourse.

WESTERN REGION
PUBLIC HEALTH TRAINING CENTER

Home
Dashboard
Calendar
All Courses

COPH Learn
Home / Your registration has been confirmed

Thanks,
Your registration has been confirmed

Continue

WHO WE ARE
The Western Region Public Health Training Center is a Continuing Professional Education (CPE) Accredited Provider with the Commission on Dietetic Registration (CDR), The University of Arizona Mel and read more...

FUNDING STATEMENT
This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under UB6HP31687 and the Regional Public Health Training read more...

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You are logged in as Jennifer Herbert (Log out)

Returning Users:

Step 1: Go to <https://moodle.publichealth.arizona.edu/course/view.php?id=374>. Enter your username and password. Click “Log in”.

COPH Learn: Log in to the site

https://moodle.publichealth.arizona.edu/login/index.php

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address. If you do not receive this email within an hour, please contact us at cophoit@email.arizona.edu. Also make sure to check your junk folder.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

You are not logged in.

Sign In

Username

Password

☐ Remember username [Forgot Password?](#)

Log in

No Account? [Create new account](#)

Log in as a guest

Follow Us
f t in i y

Step 2: Once you click “Log in”, you will be directed to Kyah’s EPICourse navigation page.

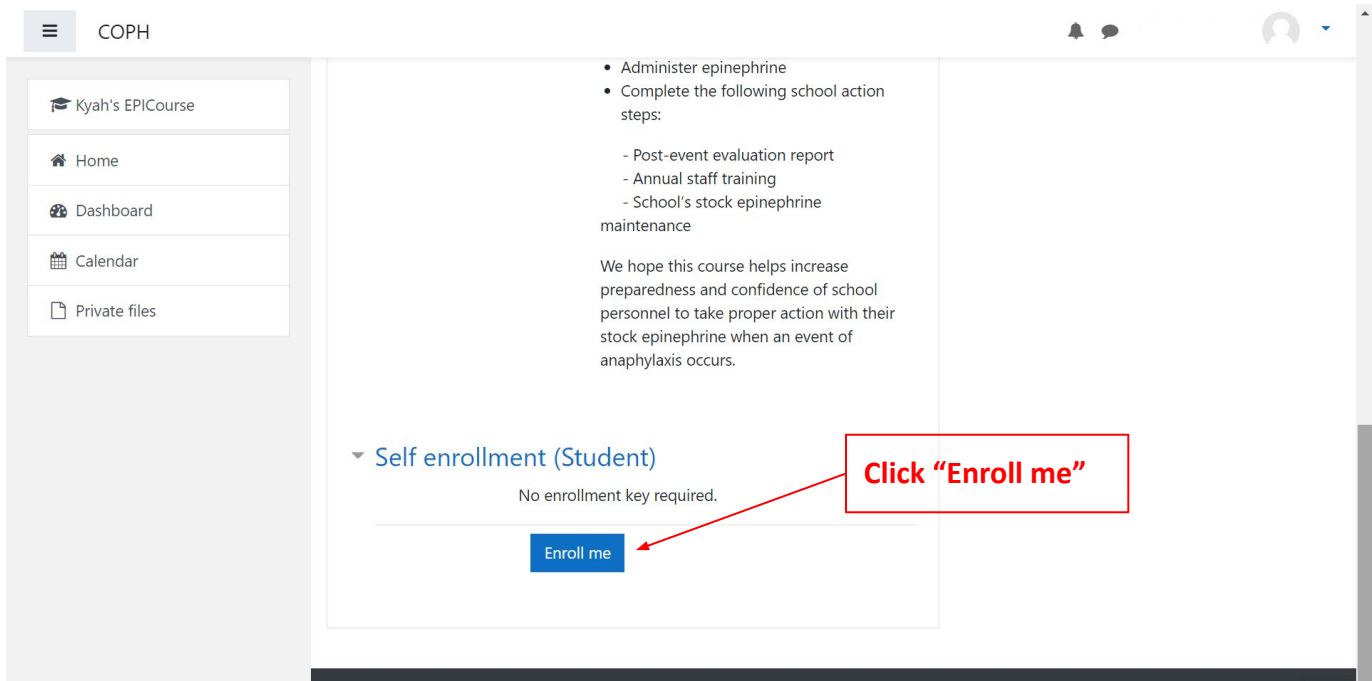
The screenshot shows a web browser window with the URL <https://moodle.publichealth.arizona.edu/course/view.php?id=374>. The page title is "Kyah's EPICourse". The left sidebar contains a menu with "Kyah's EPICourse" (highlighted), "Competencies", "Grades", "Home", "Dashboard", "Calendar", "Private files", and "My courses". The main content area has the heading "Kyah's EPICourse" and a subheading "Your progress?". Below this is the "KyahRAYNE FOUNDATION" logo. The "Course Summary" section states: "Anaphylaxis is life-threatening when students do not have the tools to treat symptoms effectively. Schools keep stock epinephrine auto-injectors in the event that a student is experiencing any symptoms associated with anaphylaxis and do not have access to their own epinephrine auto-injector. This e-learning course provides mandatory training for school personnel designated to administer the epinephrine auto-injector." The "Learning Objectives" section states: "This training has been developed to assist in teaching school staff about food allergies, anaphylaxis, and the use of stock epinephrine auto-injectors. After completing the course, learners will be able to:" followed by a bulleted list: "Define keywords and identify common trigger foods" and "Recognize symptoms of severe allergic reactions and anaphylaxis".

Enrolling in Kyah’s EPICourse:

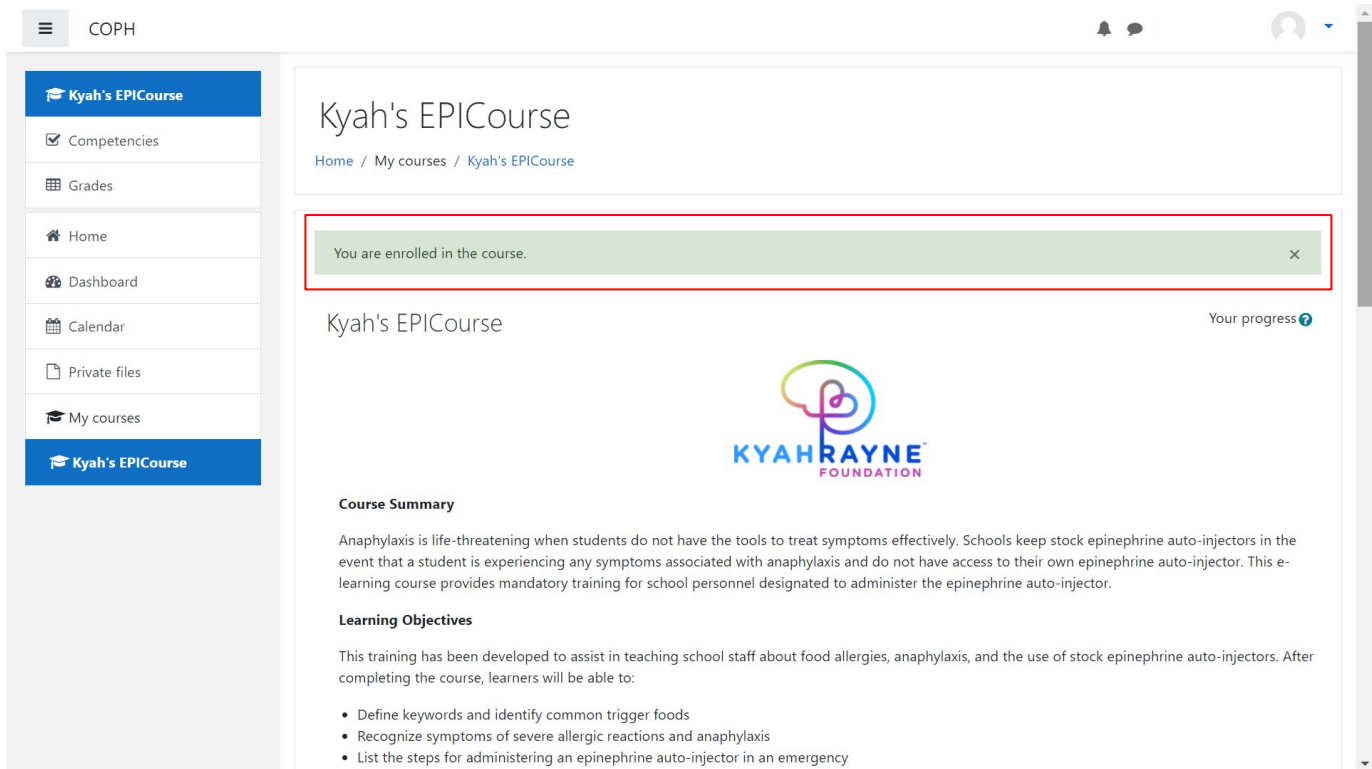
Step 1: Once you are logged in and on Kyah’s EPICourse navigation page, scroll down to the bottom of the page until you see an “Enroll me” button.

The screenshot shows the "Enrollment options" section of the Kyah's EPICourse page. The left sidebar is the same as in the previous screenshot. The main content area has the heading "Kyah's EPICourse" and a subheading "Enrollment options". Below this is the "KyahRAYNE FOUNDATION" logo and the text "Skill Level: Beginner". The "Enrollment options" section states: "Anaphylaxis is life-threatening when students do not have the tools to treat symptoms effectively. Schools keep stock epinephrine auto-injectors in the event that a student is experiencing any symptoms associated with anaphylaxis and do not have access to their own epinephrine auto-injector. This e-learning course provides mandatory training for school personnel designated to administer the epinephrine auto-injector." The "Learning Objectives" section is partially visible. On the right side, there is a "Get Support" button and a banner for "THE UNIVERSITY OF ARIZONA | MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH". A red box with the text "Scroll down to bottom of page" and a red arrow pointing downwards is overlaid on the right side of the page.

Step 2: Click “Enroll me” to enroll in Kyah’s EPICourse.



Step 3: After you click “Enroll me”, you will see a notification confirming that “You are enrolled in the course”.



Completing Kyah's EPICourse:

IMPORTANT: You MUST complete the following items in order to receive your certificate.

1. Pre-Survey
2. Kyah's EPICourse
3. Final Exam
4. Feedback Evaluation

Step 1: Scroll down the navigation page to locate the Pre-Survey.

Kyah's EPICourse

Home / My courses / Kyah's EPICourse

Kyah's EPICourse

Your progress ?

Course Summary

Anaphylaxis is life-threatening when students do not have the tools to treat symptoms effectively. Schools keep stock epinephrine auto-injectors in the event that a student is experiencing any symptoms associated with anaphylaxis and do not have access to their own epinephrine auto-injector. This e-learning course provides mandatory training for school personnel designated to administer the epinephrine auto-injector.

Learning Objectives

This training has been developed to assist in teaching school staff about food allergies, anaphylaxis, and the use of stock epinephrine auto-injectors. After completing the course, learners will be able to:

- Define keywords and identify common trigger foods
- Recognize symptoms of severe allergic reactions and anaphylaxis
- List the steps for administering an epinephrine auto-injector in an emergency
- Explain the purpose of the School Surveillance and Medication Program in Arizona school systems
- Explain the significance of these statements:

Epi FIRST, Epi FAST

Scroll down to locate the Pre-Survey

Step 2: Click "Pre-Survey" and follow the prompts to complete the survey.

We hope this course helps increase the preparedness and confidence of school personnel to take proper action with their stock epinephrine when an event of anaphylaxis occurs.

Pre-Survey

Please take a moment to fill out this brief survey. Once you have completed the survey, you may begin the course.

Epinephrine Training

Kyah's EPICourse

Assessment and Evaluation

Feedback Evaluation

Final Exam

Please take this final exam, you must get an 80% to pass the course and get your certificate.

Certificate

Kyah's EPICourse Certificate of Completion

Restricted Not available unless: The activity **Kyah's EPICourse** is marked complete

Click "Pre-Survey" to access

Step 3: Click “Answer the questions” to complete the short survey.

Step 3: Click “Answer the questions” to complete the short survey.

Step 4: Once you have completed the survey, you can access Kyah’s EPICourse one of two ways.

- Option 1: If you click “Continue”, you will be taken back to the navigation page where you can then click “Kyah’s EPICourse”.
- Option 2: If you click “Kyah’s EPICourse” with the arrow, a new window will open.

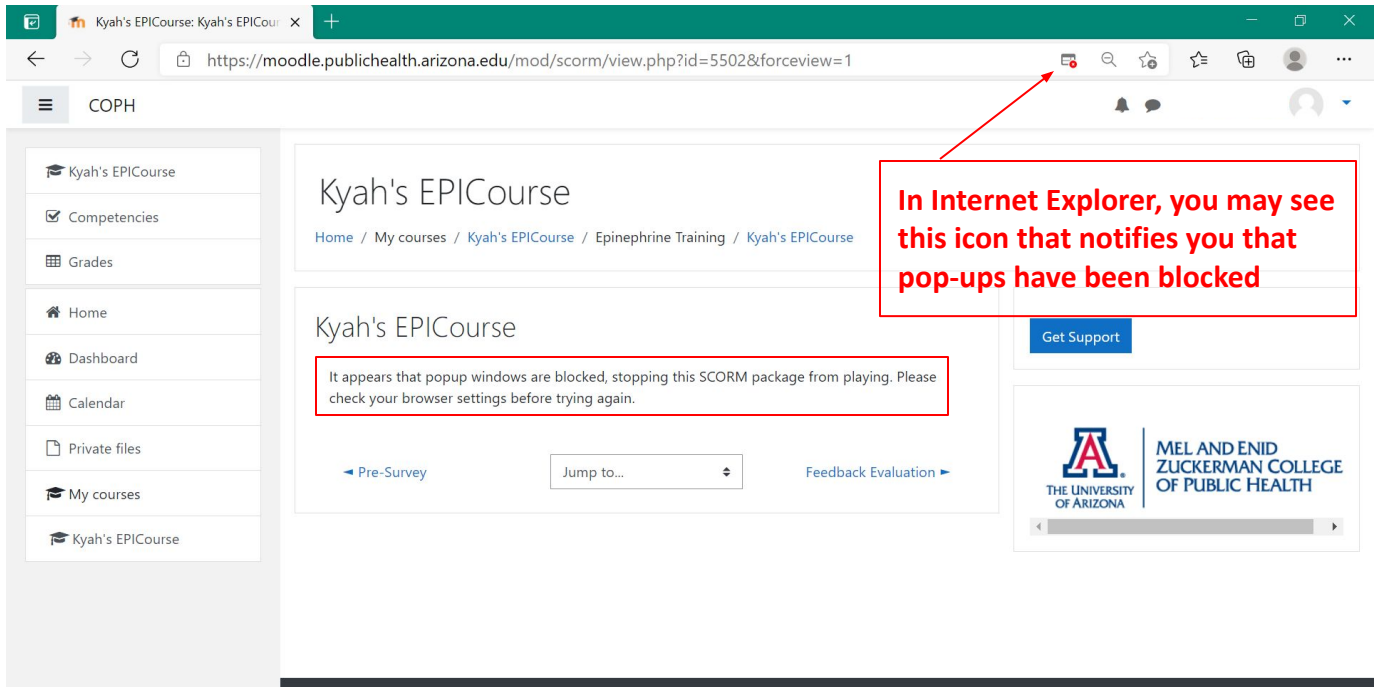
NOTE: If you choose this option, make sure to enable pop-ups.

Step 4: Once you have completed the survey, you can access Kyah’s EPICourse one of two ways.

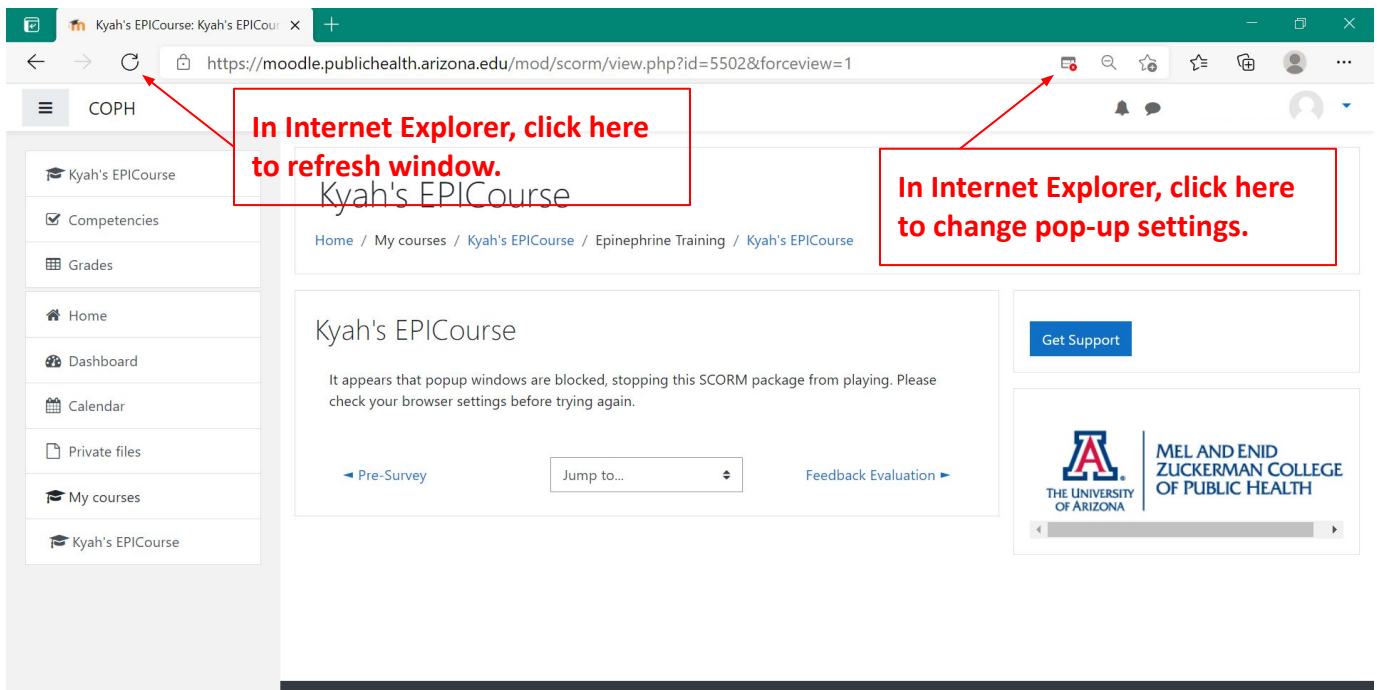
- Option 1: If you click “Continue”, you will be taken back to the navigation page where you can then click “Kyah’s EPICourse”.
- Option 2: If you click “Kyah’s EPICourse” with the arrow, a new window will open.

NOTE: If you choose this option, make sure to enable pop-ups.

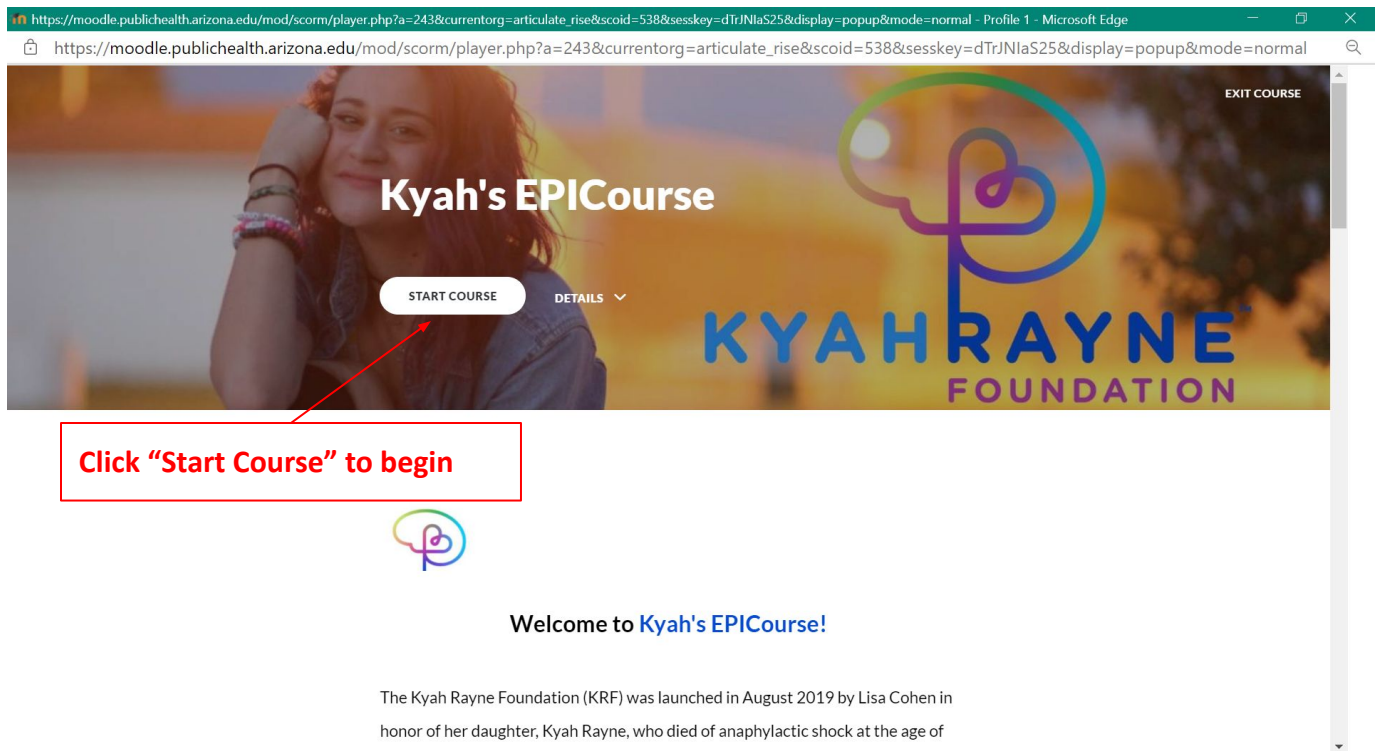
Step 5: If your pop-up blocker is enabled, you will receive a notification asking you to check your browser settings before trying again.



Step 6: Check your browser and disable the pop-up blocker. Once you have enabled pop-ups, refresh your browser.



Step 7: After you refresh your browser, a new window will appear showing Kyah’s EPICourse. Click “Start Course” to begin.



https://moodle.publichealth.arizona.edu/mod/scorm/player.php?a=243¤torg=articulate_rise&scoid=538&sesskey=dTrJNlaS25&display=popup&mode=normal - Profile 1 - Microsoft Edge

https://moodle.publichealth.arizona.edu/mod/scorm/player.php?a=243¤torg=articulate_rise&scoid=538&sesskey=dTrJNlaS25&display=popup&mode=normal

Kyah's EPICourse

START COURSE DETAILS

KYAH RAYNE
FOUNDATION

EXIT COURSE

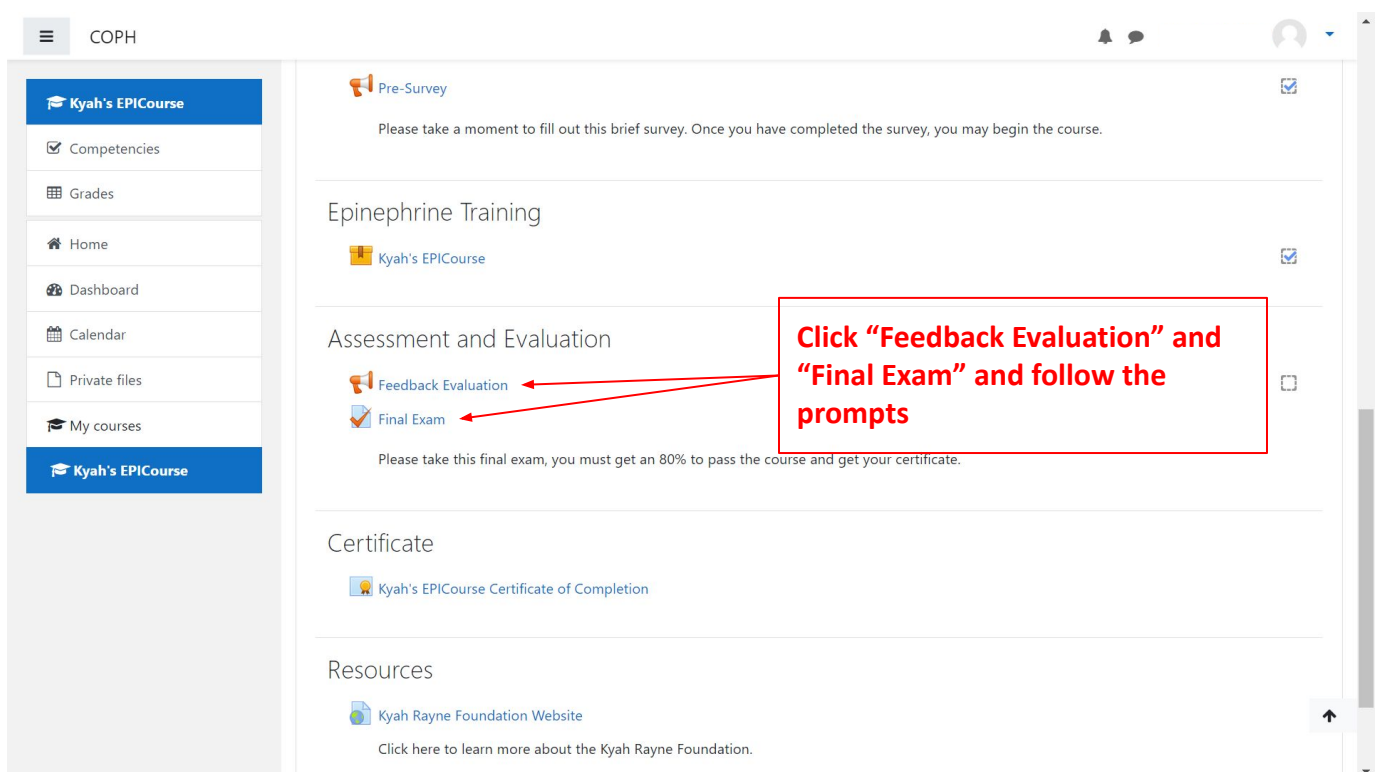
Click “Start Course” to begin

Welcome to Kyah's EPICourse!

The Kyah Rayne Foundation (KRF) was launched in August 2019 by Lisa Cohen in honor of her daughter, Kyah Rayne, who died of anaphylactic shock at the age of

Step 8: When you have completed Kyah’s EPICourse, you may close the course window and return to the navigation page to complete the Feedback Evaluation and the Final Exam. Click “Feedback Evaluation” or “Final Exam” and follow the prompts.

IMPORTANT: You MUST complete both the Feedback Evaluation and the Final Exam to receive your Certificate of Completion.



COPH

Kyah's EPICourse

- Competencies
- Grades
- Home
- Dashboard
- Calendar
- Private files
- My courses

Kyah's EPICourse

Pre-Survey

Please take a moment to fill out this brief survey. Once you have completed the survey, you may begin the course.

Epinephrine Training

Kyah's EPICourse

Assessment and Evaluation

- Feedback Evaluation
- Final Exam

Please take this final exam, you must get an 80% to pass the course and get your certificate.

Certificate

Kyah's EPICourse Certificate of Completion

Resources

Kyah Rayne Foundation Website

Click here to learn more about the Kyah Rayne Foundation.

Click “Feedback Evaluation” and “Final Exam” and follow the prompts

Step 9: To complete the Final Exam, click “Attempt quiz now”. Make sure to submit your answers at the end when you have answered all the questions.

IMPORTANT: You ONLY have 30 minutes to complete the quiz and you MUST obtain an 80% to pass the course to receive your certificate.

COPH

Kyah's EPICourse

Competencies

Grades

Home

Dashboard

Calendar

Private files

My courses

Kyah's EPICourse

Kyah's EPICourse

Home / My courses / Kyah's EPICourse / Assessment and Evaluation / Final Exam

Final Exam

Please take this final exam, you must get an 80% to pass the course and get your certificate.

Time limit: 30 mins !!!

Grading method: Highest grade

[Attempt quiz now](#)

[Feedback Evaluation](#)

Jump to...

[Kyah's EPICourse Certificate of Completion](#)

[Get Support](#)

MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH

Step 10: When you have completed the Final Exam, click on “Kyah’s EPICourse Certificate of Completion” to access your certificate.

COPH

Kyah's EPICourse

Competencies

Grades

Home

Dashboard

Calendar

Private files

My courses

Kyah's EPICourse

Kyah's EPICourse

Please take this final exam, you must get an 80% to pass the course and get your certificate.

Time limit: 30 mins

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 10.00	Review
1	Finished Submitted Saturday, 8 May 2021		Review

Highest grade: / 10.00.

[Re-attempt quiz](#)

[Feedback Evaluation](#)

Jump to...

[Kyah's EPICourse Certificate of Completion](#)

[Get Support](#)

MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH

Step 11: Click “View certificate” to access your certificate. Make sure to save and download a copy for your records. See sample certificate below.

IMPORTANT: Print or save your certificate as a PDF to submit to your SSMP Program Lead to ensure your school meets the SSMP requirements.

The screenshot shows the Kyah's EPICourse user interface. On the left is a sidebar menu with options: Kyah's EPICourse, Competencies, Grades, Home, Dashboard, Calendar, Private files, My courses, and Kyah's EPICourse. The main content area is titled 'Kyah's EPICourse' and includes a breadcrumb trail: Home / My courses / Kyah's EPICourse / Certificate / Kyah's EPICourse Certificate of Completion. Below this, the title 'Kyah's EPICourse Certificate of Completion' is displayed. A blue button labeled 'View certificate' is highlighted with a red arrow pointing to it. Below the button is a 'Final Exam' link and a 'Jump to...' dropdown menu. To the right of the main content area, there is a 'Get Support' button and a logo for The University of Arizona Mel and Enid Zuckerman College of Public Health. A red callout box with the text 'Click “View certificate”' is positioned over the 'View certificate' button.



6.

Accessing the School Surveillance and Medication Program Web Application

The School Surveillance and Medication Program (SSMP) web application will be primarily used by your school's Medication Program Lead. It is important to note that ONLY one account may be created for each school.

This web application will allow the Program Lead to:

- Ensure that all program requirements have been completed
- Maintain an up-to-date list of all school personnel who have completed Kyah's EPI Course and obtained a Certificate of Completion
- Submit documentation regarding the use of stock epinephrine
- Collect data to ensure program sustainability

IMPORTANT: If you encounter any issues or problems when accessing the SSMP, please contact Kimberly Ivich at (602) 372-2616 or email at PublicHealthNurse@maricopa.gov

New Users:

IMPORTANT: Only 1 account can be created for each school. It is recommended that the Medication Program Lead create and maintain the SSMP account information.

Step 1: Go to <https://ssmp.maricopa.gov/Account/Login>. Click “Create Account”.

Maricopa County Department of Public Health
School Surveillance and Medication Program (SSMP)

Login

Navigate the School Stock Albuterol Program
Navigate the School Stock Epinephrine Program

User Name
Password forgot password?

New User?

Click “Create Account”

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Step 2: Complete all the required fields. For the Stock Epinephrine Program, check the “Medication Program Entry (Albuterol & Epinephrine)” box. Click the box to “✓” and confirm you are not a robot. Click “Submit”.

Maricopa County Department of Public Health
School Surveillance and Medication Program (SSMP)

Create New Account

All fields are required.

New accounts must be approved by a program administrator and assigned to at least one organization. You will be notified by email once your account has been approved and enabled.

User Name First
Password Last
Confirm Password Email
Title

Please add at least 1 associated School. Select a District to filter Schools by that District.

District
School

Can't find your school? Contact PublicHealthNurse@maricopa.gov or 602-506-6767 for assistance.

Requested Permission (choose one or both programs to enroll):
☐ Medication Program Entry (Albuterol & Epinephrine)
☐ Surveillance Data Entry (Absences and Enrollment)

☐ I'm not a robot

Click this box for the Stock Epinephrine Program

Click to confirm you are not a robot

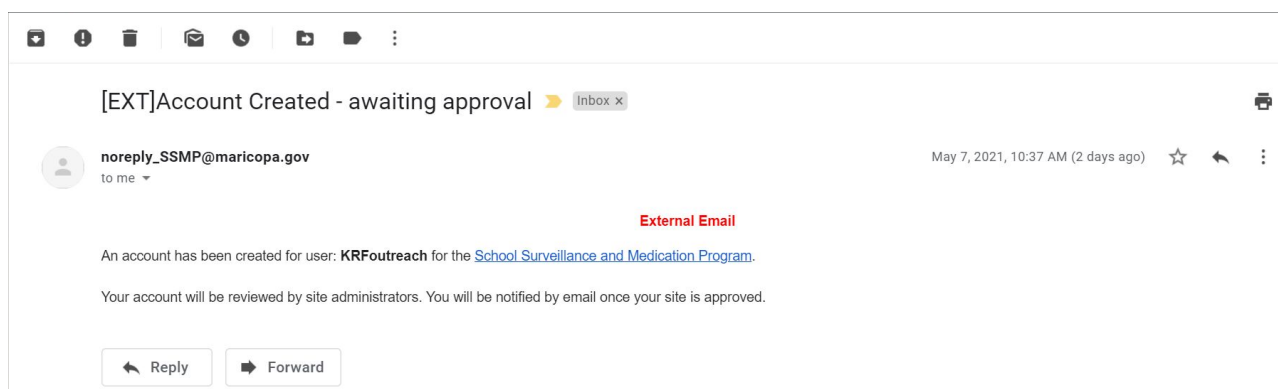
Click “Submit” to create an account

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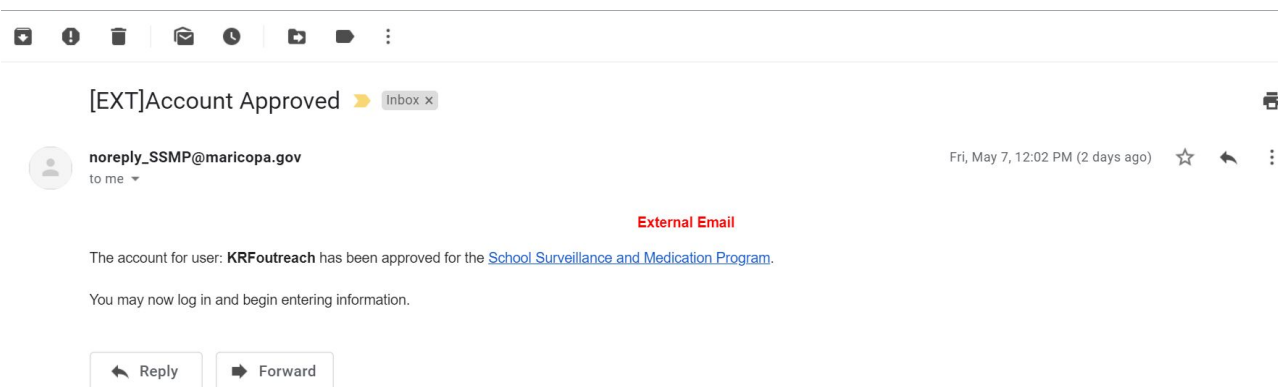
Step 3: After you hit submit, you will receive a notification stating your account has been submitted for approval.



Step 4: You will also receive an email stating your account is awaiting approval.



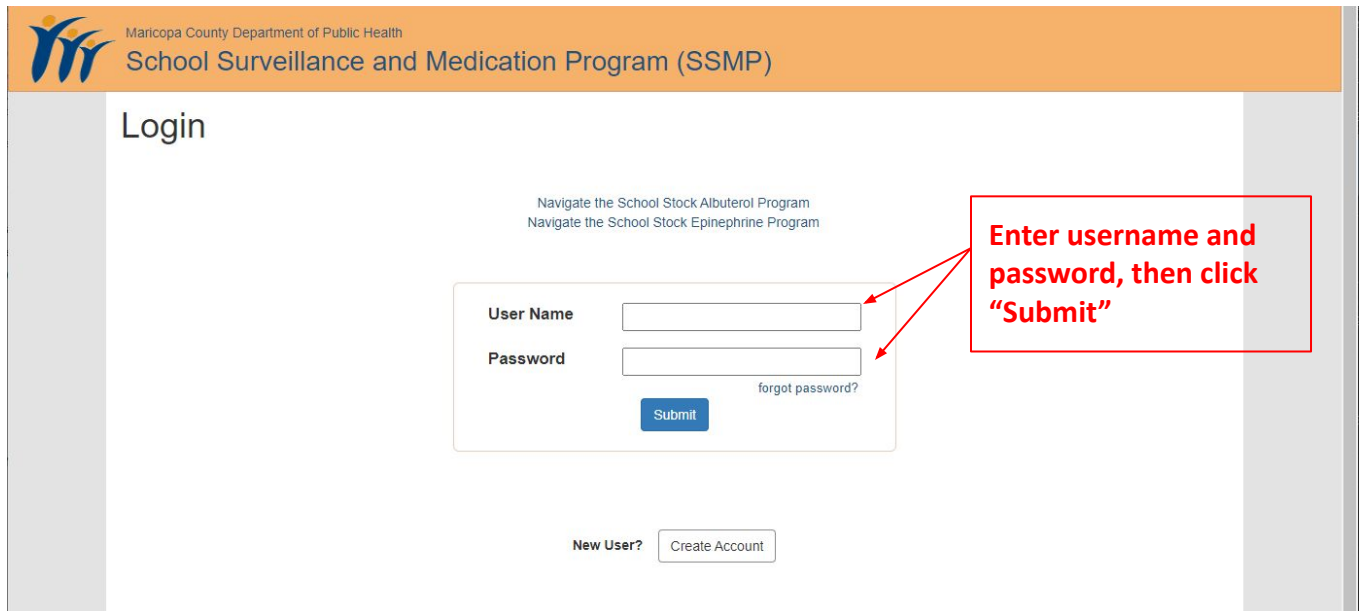
Step 5: When your account has been approved, you will receive an email confirming your account approval.



Step 6: Now that your account has been approved, you can login to your account. Once you have logged in, you will be directed to the SSMP Homepage.

Returning Users:

Step 1: Go to <https://ssmp.maricopa.gov/Account/Login>. Enter your username and password. Click “Submit”.

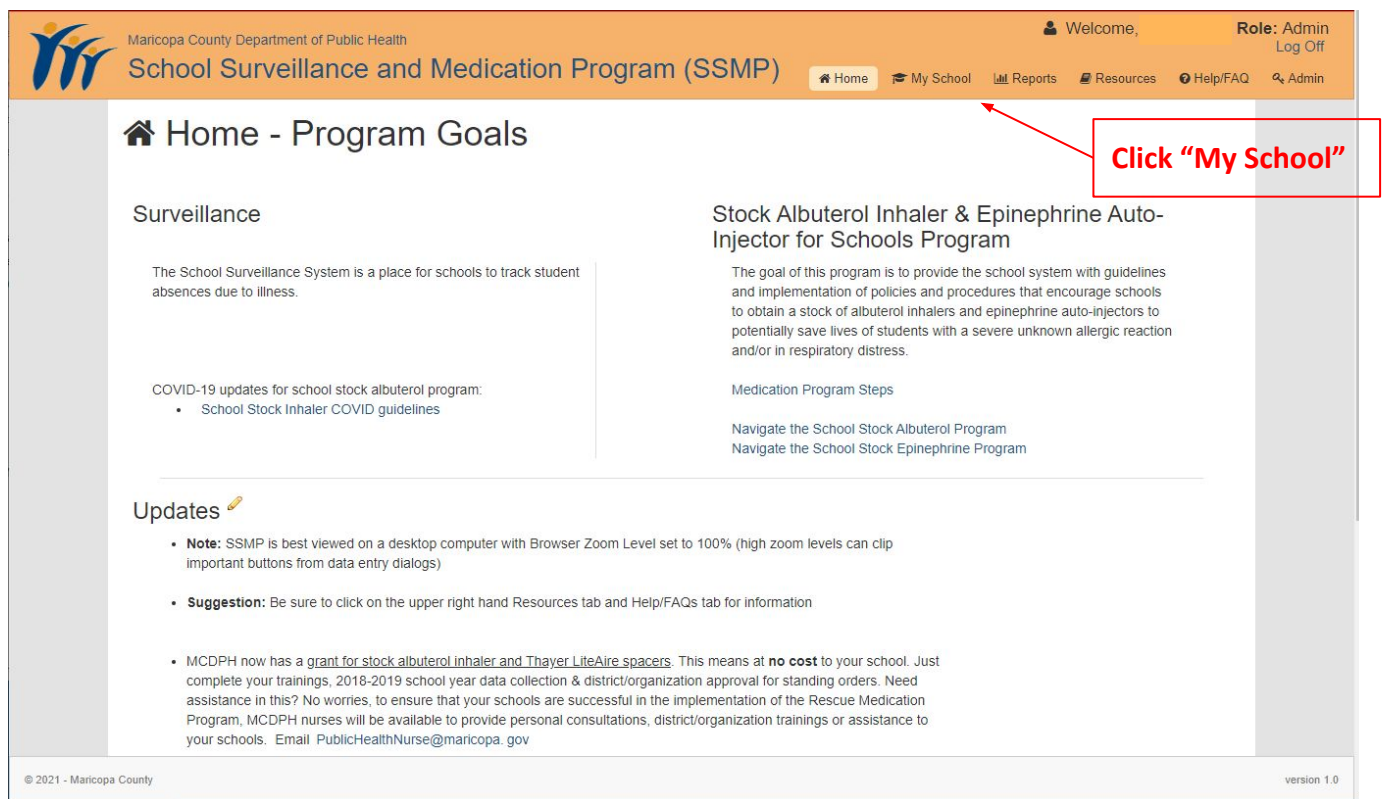


The screenshot shows the login page for the Maricopa County Department of Public Health School Surveillance and Medication Program (SSMP). The page has an orange header with the logo and title. Below the header, the word "Login" is displayed. In the center, there is a login form with fields for "User Name" and "Password", a "Submit" button, and a "forgot password?" link. Above the form, there are links to "Navigate the School Stock Albuterol Program" and "Navigate the School Stock Epinephrine Program". A red box with arrows points to the login fields with the text "Enter username and password, then click 'Submit'". At the bottom, there is a "New User?" link and a "Create Account" button.

Step 2: Once you have logged in to your account, you will be directed to the SSMP Homepage.

Accessing the “My School” Page:

Step 1: On the SSMP homepage, click on “My School” in the upper right-hand corner.



The screenshot shows the SSMP homepage. The header is orange and contains the logo, title, and navigation links: Home, My School, Reports, Resources, Help/FAQ, and Admin. The user is logged in as "Admin" and can click "Log Off". The main content area is titled "Home - Program Goals" and is divided into two columns. The left column is titled "Surveillance" and contains information about the School Surveillance System and COVID-19 updates. The right column is titled "Stock Albuterol Inhaler & Epinephrine Auto-Injector for Schools Program" and contains information about the program's goal and medication steps. A red box with an arrow points to the "My School" link in the header with the text "Click 'My School'". At the bottom, there is an "Updates" section with a list of notes and suggestions.

Step 2: Here you can review and edit your school’s information to ensure it is up-to-date. This will be the primary page that you will use to enter and upload all the required information to obtain a stock epinephrine prescription for your school.

Maricopa County Department of Public Health

School Surveillance and Medication Program (SSMP)

Welcome,
Role: User
Log Off

HomeMy SchoolResourcesHelp/FAQ

My School

XXXXXXXXXXXXXXXXXXXXXX

School Address

Street

City

State

9180 E VIA DE VENTURA

SCOTTSDALE

AZ

Zip

85258

Type

Public School

Affiliation

Public

Level

Middle School

Medication Program Lead

Name

Title

Phone

Email

Fax

☒ Options (for School Surveillance Admin Only)

Is Active: Yes

Is On Distribution List: No

Is Participating: Yes

Trained StaffData CollectionStanding OrdersDocumentation Logs

Trained Staff

Instructions for Accessing Stock Albuterol Inhaler Online Training

Instructions for Accessing Stock Epinephrine Online Training

Print List

Add Staff Member

Name	Title	Email	Phone	Alb Proof	Epi Proof
------	-------	-------	-------	-----------	-----------

Click the "pencil" icon to edit the school information

Click the "pencil" icon to enter Medication Program Lead information

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Adding/Editing Trained Staff Members:

Step 1: On the “My School” page, click on the “Trained Staff” tab. If staff information is already available, you can edit their information by clicking on the “pencil” icon. Click on the “Add Staff Member” button to add new staff information.

IMPORTANT: Participation in the Stock Epinephrine Program requires at least 2 school personnel to be certified on an annual basis.

Maricopa County Department of Public Health

School Surveillance and Medication Program (SSMP)

Welcome,
Role: User
Log Off

HomeMy SchoolResourcesHelp/FAQ

My School

XXXXXXXXXXXXXXXXXXXXXX

School Address

Street9180 E VIA DE VENTURA
CitySCOTTSDALE
StateAZZip85258

Medication Program Lead

Name
Title
PhoneFax
Email

☒ Options (for School Surveillance Admin Only)
Is Active: YesIs On Distribution List: No
Is Participating: Yes

Type

TypePublic SchoolAffiliationPublicLevelMiddle School

Trained StaffData CollectionStanding OrdersDocumentation Logs

Trained Staff

Print ListAdd Staff Member

- Instructions for Accessing Stock Albuterol Inhaler Online Training
- Instructions for Accessing Stock Epinephrine Online Training

Name	Title	Email	Phone	Alb Proof	Epi Proof
------	-------	-------	-------	-----------	-----------

Step 2: When you click “Add Staff Member”, a new box will appear. Enter information for the trained staff member. Click “Submit” when done.

IMPORTANT: A copy of the individual’s “Certificate of Completion” MUST be uploaded and submitted every year. If no expiration date is listed on the certificate, enter the date 1 year from issued date.

The screenshot shows the 'Trained Staff' form within the 'My School' section of the Maricopa County Department of Public Health's School Surveillance and Medication Program (SSMP) interface. The form includes fields for School Address, Type, Level, First, Last, Title, Email, and Phone. It also has sections for 'Albuterol Training Proof' and 'Epinephrine Training Proof', each with a 'Select file...' button and an 'Expires' date field. A 'Submit' button is at the bottom right. Red callout boxes with arrows point to the following elements:

- Enter information for trained staff member:** Points to the 'School Address' section.
- Upload “Certificate of Completion”:** Points to the 'Epinephrine Training Proof' file upload area.
- Enter certificate expiration date:** Points to the 'Expires' field for the Epinephrine Training Proof.
- Click “Submit” when done:** Points to the 'Submit' button.

Step 3: After clicking “Submit”, you will return to the “My School” page.

Adding/Editing School Data:

Step 1: On the “My School” page, click on the “Data Collection” tab. Click on the “pencil” icon to enter data for the previous school year.

IMPORTANT: Data MUST be entered before a Standing Order request can be submitted.

The screenshot shows the 'My School' page with the 'Data Collection' tab selected. The page displays school information (Address, Type, Level) and medication program lead details. A red callout box with an arrow points to the 'pencil' icon next to the '2020-2021' school year entry in the 'Data Collection' table. The table has columns for School Year, Students, and Status.

Step 2: A new box will appear labeled Data Collection. Enter the appropriate information in each box.

IMPORTANT: This box will timeout after X amount of minutes, so it is recommended you print the list of required information ahead of time. No student information is needed, ONLY numbers are required to complete the Data Collection box.

My School

XXXXXXXXXXXXXXXXXXXX

School Address

Street 9180 E VIA DE V...

City SCOTTSDALE

State AZ

Type

Type Public School

Level Middle School

Trained Staff

Data Collection

Data must be entered for the previous school year. Click the "Edit" pencil icon for the school year.

School Year

2020-2021

Page 1 of 1

Data Collection - School Year 2020-2021

Pending

Print

School: XXXXXXXXXXXXXXXXXXXXXXXX

Number of Students 100%

No. of Students that Qualify for Free & Reduced Lunch Assistance

No. of Hispanic / Latino Students

No. of American Indian / Alaska Native Students

No. of Asian Students

No. of Black / African American Students

No. of Native Hawaiian / Pacific Islander Students

No. of White Students

No. of 911 Calls

No. of EMS Transports

No. of Students with a Personal Inhaler at School

No. of Asthma-related 911 Calls

No. of Asthma-related EMS Transports

No. of Students with a Personal Epinephrine Auto-Injector at School

No. of Epinephrine-related 911 Calls

No. of Epinephrine-related EMS Transports

Cancel Submit

1 - 1 of 1 items

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version 1.0

Step 3: After clicking "Submit", you will return to the "My School" page.

Submitting a Standing Order:

Step 1: On the "My School" page, click on the "Standing Orders" tab. For the Stock Epinephrine Program, click "Add New" located above the right-hand box for Epinephrine.

My School

District:

School:

School Address

Street

City

State AZ

Zip

Type

Type

Level

Affiliation Public

Medication Program Lead

Name

Title

Phone

Fax

Email

Options (for School Surveillance Admin Only)

Is Active: Yes

Is On Distribution List: No

Is Participating: Yes

Surveillance

Trained Staff

Data Collection

Standing Orders

Documentation Logs

Standing Orders

Note: Before submitting a standing order, a school must have:

- Albuterol: At least two (2) trained school personnel at each school site
- Epinephrine: At least two (2) trained school personnel at each school site
- Data Collection entered for the prior school year
- Name and email of District/Organization approver

Albuterol

+ Add New

Epinephrine

+ Add New

Requested

Requestor

Status

Requested

Requestor

Status

Click "Add New"

Step 2: A new box will appear labeled Epinephrine Standing Order Request Form. Complete all the fields. **Red** notifications mean that you are missing a required document or is pending approval. **Green** notifications mean that you are good to go. Once done, click “Submit”.

REMEMBER: Participation in the Stock Epinephrine Program requires at least 2 school personnel to be certified on an annual basis.

My School

XXXXXXXXXXXX

Epinephrine Standing Order Request Form

School: ☐ IsApproved

Requestor

Requestor First Name: Requestor Last Name:
Requestor Email: Requestor Phone:
Requestor Title:

District/Organization approval required for stock epinephrine auto-injector program

Approver First Name: Approver Last Name:
Approver Email: Approver Title:

Trained Staff

Epinephrine: At least two (2) trained school personnel for each school site ⚠

Name	Epi Proof on File	Cert Expire Date	Cert Status
No items to display			

Page 0 of 0

Data Collection

Prior School Year 2020-2021: Not entered ⚠

Delete Cancel Submit

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Step 3: After you click “Submit”, you will receive an email stating your request is pending approval.

Step 4: Once your request has been approved, the Public Health Nurse will send the epinephrine prescription to the Medication Program Lead.

Step 5: Take the prescription to the pharmacy of your school’s choice to be filled. You can also find more information regarding discount programs by clicking on the following link:

https://docs.google.com/spreadsheets/d/1t3-cmiKzSRqIV3_SXy3fcqlqagbKi47CwriSg3o_NM0/edit?usp=sharing

Submitting Stock Epinephrine Documentation:

Step 1: On the “My School” page, click on the “Documentation Logs” tab. Each time stock epinephrine is used, documentation MUST be submitted. For the Stock Epinephrine Program, click “Add New” located above the right-hand box for Epinephrine.

The screenshot shows the 'My School' interface with the 'Documentation Logs' tab selected. Under the 'Epinephrine' heading, there is a table with columns 'Administered', 'By', and 'Doses'. Above this table is a red box containing the text 'Click "Add New"' with an arrow pointing to the '+ Add New' button.

Step 2: A new box will appear labeled Stock Epinephrine Documentation Log. Complete all the fields. Once done, click “Submit”. All epinephrine documentation will automatically be sent to Arizona Department of Health Services and to Maricopa County Department of Public Health.

The screenshot shows the 'Stock Epinephrine Documentation Log' form. It includes fields for School Name, Individual Injected (Age, Gender, Legal Guardian Contacted), Individual Administering Injection (Trained Staff Name, Direct Phone, Email), Drug Administration (Number of doses, Date/Time 1st Dose Administered, Date/Time 2nd Dose Administered), and Reasons for drug administration. A red box labeled 'Complete all fields' points to the form, and another red box labeled 'Click "Submit" when done' points to the Submit button.

7.

Letter Template to Parents

Once your school has been enrolled in the Stock Epinephrine Program, it is important to communicate your participation with the students' parents. Please use the following letter templates to notify parents about the Stock Epinephrine Program and why it is a critical component to keeping students and school personnel safe.

- Letter Template to Parents in English
- Letter Template to Parents in Spanish

Date:

School Name

Address

City, State, Zip Code

Dear Parents/Guardians,

We are writing to inform you about an important school health program that will make schools safer. In 2013, Arizona passed a law, HB 2085, which allows your child's school to stock, maintain, and administer auto-injectable epinephrine to treat individuals who experience anaphylaxis while at school.

Anaphylaxis is a severe allergic reaction and a potentially life-threatening medical condition which may occur in individuals after exposure to things such as certain foods, medicines, latex, or an insect sting.

If there were to be a student, a staff member, or other adult who developed symptoms of anaphylaxis while at school, there would be a delay before paramedics or ambulance staff could arrive. Therefore, having school staff trained in recognizing anaphylaxis and quickly giving epinephrine may be life-saving. Students who have been identified as being at risk for an allergic reaction should have their own auto-injector of epinephrine at school. However, some students or adults at school may have their first anaphylactic reaction in a school setting.

If your child has a severe allergy, we urge you to notify your child's school and provide them with an emergency action plan from your child's doctor. Because the stock auto-injectable epinephrine is not intended to replace a child's personal epinephrine medication, we encourage you to provide a personal auto-injectable epinephrine for use at school.

If you have any questions or concerns, please contact your school's health office.

Sincerely,

Arizona Revised Statute (ARS) § 15-157

Date:

School Name

Address

City, State, Zip Code

Estimados padres/custodios,

Les escribimos esta carta para informarle sobre un programa importante de salud escolar que hará que las escuelas sean más seguras. En 2013, el estado de Arizona aprobó una ley que permite que la escuela de su hijo/a pueda reservar y administrar epinefrina auto-inyectable de emergencia a los estudiantes que experimenten anafilaxis durante la escuela. La anafilaxis es una reacción alérgica grave y una condición potencialmente mortal que puede ocurrir en individuos después de estar expuestos a ciertos alimentos, medicinas, látex, o una picadura de insecto.

Si hubiera un estudiante, miembro del personal, u otro adulto quien desarrolla síntomas de anafilaxis en la escuela, pueda haber demora antes de que lleguen los paramédicos o servicio de ambulancia. Por lo tanto, tener personal de la escuela entrenado en el reconocimiento de anafilaxis y en la administración rápida de epinefrina, podría salvarles la vida. Los estudiantes que han sido identificados como en riesgo de una severa reacción alérgica deben de tener su propio epinefrina auto-inyectable en la escuela. Sin embargo, algunos estudiantes o adultos en la escuela pueden tener su primera reacción anafiláctica en un ambiente escolar.

Si su hijo/a tiene una alergia severa, le suplicamos que notifique a la escuela y entregue un plan de acción escrito por el proveedor médico de su hijo/a, junto con la epinefrina auto-inyectable para su uso personal en la escuela.

Debido a que la epinefrina auto-inyectable de la escuela es de reserva, **no** está intencionado a reemplazar la epinefrina auto-inyectable personal de su hijo/a.

Si tienen alguna pregunta o duda, por favor comuníquese con la oficina de salud de su escuela.

Atentamente,

Arizona Revised Statute (ARS) § 15-157

8.

Stock Epinephrine Medication Administration Procedures and Guidelines

The SSMP has summarized the medication procedures and guidelines in the following document to meet the Arizona Department of Health Services (ADHS) Protocol for Emergency Administration of Epinephrine in Schools. Please take a moment to read through the material and familiarize yourself with the necessary actions.

Additional Resources:

ADHS Protocol for Emergency Administration of Epinephrine in Schools:
<https://www.azdhs.gov/documents/audiences/schools/emergency-epinephrine-in-school.pdf>

Arizona Administrative Code (AAC) R7-2-809:
https://apps.azsos.gov/public_services/Title_07/7-02.pdf

Arizona Revised Statute (ARS) § 15-157: <https://www.azleg.gov/ars/15/00157.htm>

House Bill 2085: <https://www.azleg.gov/legtext/53leg/2R/bills/HB2085H.htm>

I. Medication Storage & Administration Guidelines

<https://www.azdhs.gov/documents/audiences/schools/emergency-epinephrine-in-school.pdf>

a. Storage of Emergency Stock Auto-Injectable Epinephrine

The stock emergency epinephrine should be stored according to manufacturer's recommendations. It is important to monitor the expiration date of the product. Replace before the expiration date or when they have been used. A daily tracking log will be useful. A designated employee, who has completed the required training should be responsible for the storage, maintenance, control, and general oversight of the epinephrine acquired by the school.

b. Location of Stock Emergency Epinephrine

Accessibility and the safety of the students are of utmost importance when making a decision related to storage location. The emergency stock epinephrine should be stored and monitored by designated and trained personnel, the School Surveillance Medication Program (SSMP) school program lead:

- In compliance with manufacture's recommendations for handling and storage of medication
- With optimal temperature between 68° -77°F, with an acceptable range of 59°-86°F
 - Do not refrigerate auto-injectable epinephrine
 - Keep the auto-injectable epinephrine injectors covered and protected from light
 - Discard and replace the auto-injector if the clear fluid becomes discolored or there are particles in the liquid
- In an unlocked, clearly marked, reasonably secure, and accessible location in the health office or designated office that will not be available to a student or an unauthorized person
 - Other storage locations may be necessary for large campuses
- With consideration of
 - age and developmental stage of the students
 - size of school and building infrastructure
 - accessibility to additional school personnel for help

To allow for rapid retrieval and use, the stock emergency epinephrine should NOT be locked

c. Procedures for the administration of auto-injectable epinephrine

All school districts and charter school shall adopt procedures for the emergency administration of auto-injectable epinephrine by designated trained personnel.

Procedures shall address, at a minimum, the following requirements:

- Determining if symptoms indicate possible anaphylactic shock.
- Selecting the appropriate dosage of auto-injectable epinephrine to administer pursuant to a standing order.
- Injecting epinephrine via auto-injector pursuant to a standing order, noting the time and dose given.
- Calling 911 to advise that anaphylactic shock is suspected, and epinephrine was administered.
- Keeping the person stable until emergency responders arrive.
- Advising school medical personnel and administration of the incident.
- Repeating dose pursuant to a standing order when symptoms persist and emergency responders have not arrived.
- Providing emergency responders with used epinephrine auto-injector labeled with name, date and time administered.
- Assuring that parents/guardians have been notified and advised to promptly alert student's primary care physician of the incident
- Completing documentation of the incident on the School Surveillance Medication Program (SSMP) School Epinephrine Administration Report
 - Individual who administered the injection
 - the rationale for administering the injection
 - the approximate time of the injection(s)
 - notifications made to
 - school administration
 - emergency responders
 - student's parents/guardians
 - Doctor or chief medical officer who issued the standing order
- Ordering replacement dose(s) of auto-injectable epinephrine.
- Reviewing any incident involving emergency administration of epinephrine to determine the adequacy of response

d. Training and Program Oversight

Each school district and charter school shall designate at least two school personnel, for each school site who shall be required to receive annual training in the proper administration of auto-injectable epinephrine in cases of anaphylactic shock pursuant to standing order.

Training in the *administration* of auto-injectable epinephrine shall be conducted in accordance with minimum standards and curriculum developed by the Arizona Department of Health Services in consultation with the Arizona Department of Education. Training shall:

- Include at a minimum, procedures to follow when responding to anaphylactic shock, including direction regarding summoning appropriate emergency care, and documenting, tracking, and reporting of the event.
- Include standards and procedures for acquiring a supply of at least two juvenile doses and two adult doses of auto-injectable epinephrine, restocking auto-injectable epinephrine upon use or expiration, and storing all auto-injectable epinephrine at room temperature and in secure, easily accessible locations on school sites.
- The training shall be conducted by a nationally recognized organization that is experienced in training laypersons in emergency health treatment or an entity or individual approved by the department. The department may approve specific entities or individuals or may approve classes of entities or individuals to conduct this training. Training may be conducted online or in person.
- Maintain and make available upon request a list of those school personnel authorized and trained to administer auto-injectable epinephrine pursuant to a standing order.

In addition, each school district and charter school shall require all school site personnel to receive an annual training on the *recognition* of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

- Training shall be conducted by a nationally recognized organization that is experienced in training laypersons in emergency health treatment or an entity or individual approved by the department. Training may be conducted online or in person whose competencies include the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs,
- Training shall be conducted in accordance with minimum training standards developed by the Arizona Department of Health Services in consultation with the Arizona Department of Education and shall follow the most current guidelines issued by the American Academy of Pediatrics.

General oversight should include:

A designated employee, the SSMP school program lead, who has completed the required training should be responsible for the storage, maintenance, control and general oversight of the auto-injectable epinephrine acquired by the school.

- Provide and implement policies and procedures for administration of the stock emergency epinephrine, such as the Stock Emergency Epinephrine Protocol & Action Plan
- Ensure that the policies and procedures are appropriately implemented
- Monitor the completion of all required training on an annually basis
- Maintain and make available upon request a list of those school personnel authorized and trained to administer auto-injectable epinephrine pursuant to a standing order
- Maintain procedures for annually requesting a standing order and the prescription for the auto-injectable epinephrine
- Acquire and stock a supply of two auto-injectors of epinephrine of 0.15 mg, and two auto-injectors of epinephrine of 0.3 mg pursuant to a standing order prescription
- Provide steps for post – incident documentation

II. Legal Considerations

The implementation of policies and procedures for anaphylaxis using auto-injectable epinephrine is not intended to replace the individual Emergency Action Plan of a person with Severe Allergies. Instead, it should be used when an Emergency Action Plan and/or prescribed auto-injectable epinephrine are not available or easily accessible.

Immune from Civil Liability

Pursuant to a standing order issued by the chief medical officer of the department of health services, the chief medical officer of a county health department, a doctor of medicine licensed pursuant to title 32, chapter 13, a doctor of osteopathic medicine licensed pursuant to title 32, Chapter 17, a nurse practitioner licensed pursuant to title 32, chapter 15 or a physician assistant licensed pursuant to title 32, chapter 25, an employee of a school district or charter school who is trained in the administration of epinephrine auto-injectors may administer or assist in the administration of epinephrine auto-injectors to a pupil or an adult whom the employee believes in good faith to be exhibiting symptoms of anaphylactic shock while at school or at school-sponsored activities.

III. Emergency Stock Epinephrine Treatment and Considerations R7-2-809

What is Anaphylactic Shock?

Definitions: The following definitions are applicable to this rule:

1. "Anaphylactic shock" is a severe systematic allergic reaction, resulting from an exposure to an allergen, which may result in death.
2. "Auto-injectable epinephrine" means a disposable drug delivery device that is easily transportable and contains a premeasured single dose of epinephrine used to treat anaphylactic shock.
3. "Standing order" means a prescription protocol or instructions issued by the chief medical officer of the department of health services, the chief medical officer of a county health department, a doctor of medicine licensed pursuant to title 32, chapter 13, or a doctor of osteopathy licensed pursuant to title 32, chapter 17, for non-individual specific epinephrine.

Example Standard Procedures and Protocols for Emergency Use

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to things such as certain foods, medicines, latex, or an insect sting. Anaphylaxis refers to a collection of symptoms affecting, multiple systems in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock that are potentially fatal. Epinephrine is the drug of choice for treatment of anaphylaxis and should be given as soon as possible at the onset of symptoms. Trained personnel should immediately begin the implementation of the protocol and action plan adopted by the school district or charter school for treatment of anaphylaxis.

The most dangerous symptoms of anaphylaxis include breathing difficulties and a drop in blood pressure or shock that are potentially fatal.

Signs and Symptoms of Anaphylaxis (only a few may be present):

- Hives, itchy rash and/or swelling of the face, body or extremities
- Flushing and/or swelling of the face
- Itching around the eyes, redness and swelling of the eyes, and tearing of the eyes
- Itching and/or swelling of the lips, tongue or back of the throat
- Itching and/or sense of tightness in the throat, hoarseness, difficulty breathing and/or swallowing
- Itching of the outer ear canals
- Shortness of breath, repetitive coughing and/or wheezing, chest tightness, harsh high-pitched breathing (stridor)
- Weak pulse, low blood pressure
- Light headedness, feeling faint, fainting, collapse
- Nausea, abdominal cramps, vomiting
- Distress, anxiety, and a sense of dread

Procedures should address at minimum the following requirements:

If anaphylaxis is suspected, **NO NOT LEAVE THE INDIVIDUAL UNATTENDED**

1. Determine if symptoms indicate possible anaphylactic shock
2. Initiate Emergency Response Plan/Team
3. Call 911 and inform them that epinephrine is being administered (delegate)
4. Obtain the appropriate dosage of auto-injectable epinephrine either from the students prescribed auto-injector epinephrine or from the school stock supply to administer to a child or adult
5. Administer epinephrine via auto-injector according to the standing order (0.3 mg dose if the estimated weight is 66 pounds or above; 0.15 mg dose if estimated weight is 33-66 pounds) into the person's anterolateral thigh at a 90-degree angle. Hold the injector in place until the medication is injected (count to 3). Noting time, site, dose given and person's response.
6. Stay with individual and observe for changes until EMS arrives
 - a. Maintain airway, monitor circulation, start CPR as necessary
 - b. Do not have individual rise to upright position
 - c. Consider lying on back with legs elevated. If vomiting, place side-lying and head to side. If difficulty breathing, place sitting
 - d. If individual has asthma, use personal inhaler or stock albuterol inhaler
7. The person who receives epinephrine may have the following side effects: moderate anxiety, apprehensiveness, restlessness, tremor, shakiness, weakness, dizziness, sweating, heart –pounding, paleness, pallor, nausea and vomiting, and/or headache. Even if the person improves after receiving epinephrine, he/she still needs to be taken for urgent medical evaluation since the symptoms of anaphylaxis may recur.
8. If no improvement, if symptoms worsen, and EMS has not arrived after 5 minutes from 1st dose administer a 2nd dose of epinephrine. Do not administer more than two epinephrine doses of 0.3mg or 0.15mg according to the estimated weight.

9. Inform emergency responders about the incident, reasons for administration and the person's response to the epinephrine and provide them with used epinephrine auto-injector labeled with name, date and time administered.
10. Follow your school's Emergency Response Plan in notifying parent/guardian/family
 - a. Advise parent/guardian/family to promptly alert their primary care physician of the incident.
11. Complete all MCDPH/ADHS post-incident reporting on the SSMP documentation log (found on the SSMP documentation tab) within 24 hours of incident
12. Order replacement dose(s) of auto-injectable epinephrine injectors
13. Debrief with staff and evaluate the Emergency Response Plan to review and make any revisions to your school's plan

9.

Stock Epinephrine Protocol & Action Plan

Use the following protocol and action plan to familiarize yourself with the necessary actions. You may also download and print copies of the protocol and action plan from the SSMP web application to hang in areas, such as the nurse's office or school cafeteria.

Allergy/Anaphylaxis Protocol – Stock Epinephrine

Recommended Emergency Protocol for Individuals with Possible Allergy Symptoms

An individual with food allergy symptoms should never be left alone. Do not move them unless the area is unsafe.

Check signs/symptoms for severity

Any of the following:

Lungs: Short of breath, wheezing, and/or repetitive cough

Heart: Pale, blue, faint, weak pulse, dizzy, confused

Throat: Tight, hoarse, trouble breathing/swallowing

Mouth: Obstructive swelling (tongue and/or lips)

Skin: Hives over body

YES

OR

A combination of symptoms from different body areas?

Skin: Hives, itchy rashes, swelling (eyes, lips)

Gut: Vomiting, cramping pain, diarrhea

NO

Mild Symptoms

- ◆ Itchy mouth
- ◆ A few hives around mouth/face
- ◆ Skin mildly itchy
- ◆ Mild nausea/discomfort

Actions for Mild Symptoms

- ◆ Contact school nurse
- ◆ Contact parent/guardian/family
- ◆ Observe for signs/symptoms

**IF SYMPTOMS BECOME SEVERE:
TAKE IMMEDIATE ACTIONS**

Take Immediate Actions

1. Initiate Emergency Response Plan/Team
2. **INJECT EPINEPHRINE INTO MIDDLE OUTER THIGH; Note time**

Epinephrine Auto-Injector (0.15 mg)
Wt: 33-66 lbs. **Age:** 3-6
Ht: less than 4 ft. **Grade:** Pre-K/K

Epinephrine Auto-Injector (0.30 mg)
Wt: 66 lbs.+ **Age:** 7 - adult
Ht: 4 ft.+ **Grade:** 1st and up

3. **Call 911 (Delegate) Note time**
4. If individual has asthma, use personal inhaler or stock albuterol inhaler
5. Stay with individual and observe for changes until EMS arrives; be prepared to do CPR
6. **Monitor closely:**
 - Maintain airway, monitor circulation, start CPR as necessary
 - Do not have individual rise to upright position
 - Consider lying on back with legs elevated. If vomiting, place side-lying and head to side. If difficulty breathing, place sitting
7. If no improvement, if symptoms worsen, and EMS has not arrived after 5 minutes from 1st dose administer a 2nd dose of epinephrine
8. Be prepared for person to be transported by EMS. Provide EMS with:
 - Time epinephrine administered
 - Observed signs/symptoms
 - Used epinephrine auto-injector(s)
9. Follow your school's Emergency Response Plan in notifying parent/guardian/family
10. Complete all MCDPH/ADHS post-incident reporting on SSMP within 24 hours of incident
11. Debrief with staff and evaluate the Emergency Response Plan to review and make any revisions to your school's plan