

# School Stock Medication Program Epinephrine Toolkit



THE UNIVERSITY OF ARIZONA  
**Mel & Enid Zuckerman**  
College of Public Health



Food allergy awareness saves lives.

**SY 2023–2024**



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June 3rd, 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 black ink, appearing to read 'Lisa Cohen', written over a light blue horizontal line.

Lisa Cohen  
Founder  
Kyah Rayne Foundation  
[info@kyahraynefoundation.org](mailto:info@kyahraynefoundation.org)

September 5, 2023

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 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 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 an 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 the 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-Medications-Surveillance>. You can also email us directly at [StockMedications@Maricopa.gov](mailto:StockMedications@Maricopa.gov).

Sincerely,



Steve Watson  
Maricopa County School Superintendent



Marcy Flanagan  
Executive Director  
Public Health

## Accessing Kyah's EPI Course

Enrolling your school in the Stock Epinephrine Program will require at least 3 school personnel, including any school nurse or athletic trainer, to be trained on how to use an epinephrine auto-injector in case of an emergency.

In this section, instructions are provided for:

- ❖ Ensure that all program requirements have been completed
  - At least 2 onsite trained staff
  - Current school year standing order
- ❖ Maintain an up-to-date list of all school personnel who have completed the Naloxone Training
- ❖ Submit documentation regarding the use of stock naloxone
- ❖ Access resources for the school and community

## **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](mailto:wrphtc@arizona.edu)

## **New Users:**

**Step 1:** Go to <https://moodle.publichealth.arizona.edu/enrol/index.php?id=445>. Click on “Create New Account” under the blue “Log in” bar.

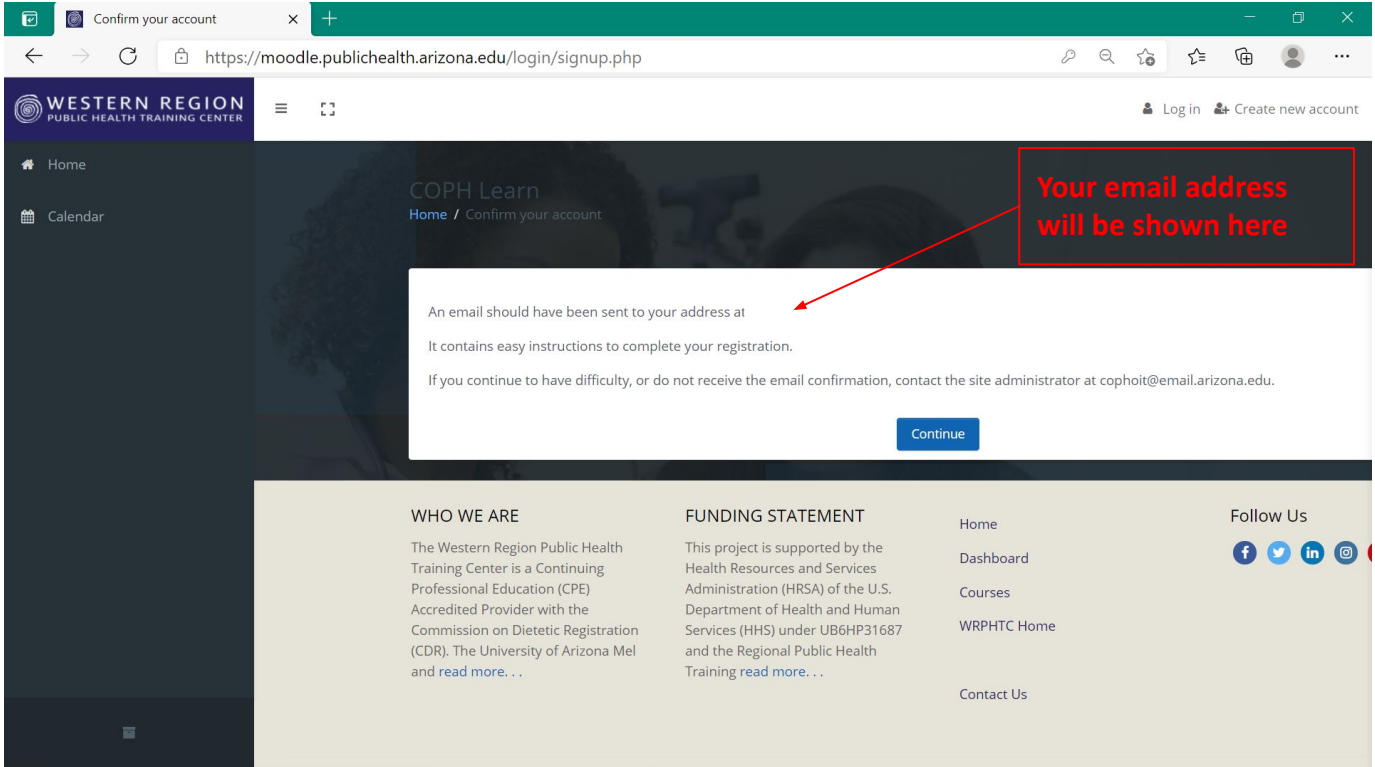
**IMPORTANT:** Please review the instructions on the left-hand side of “Sign In” section.

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-bordered box titled "Read Instructions" with the following text: "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](mailto: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." On the right, the "Sign In" form is visible, featuring fields for "Username" and "Password", a "Remember username" checkbox, a "Forgot Password?" link, a blue "Log in" button, and a "No Account? Create new account" link. A red arrow points from a box labeled "Click 'Create New Account'" to the "Create new account" link. At the bottom, there are social media icons for Facebook, Twitter, LinkedIn, Instagram, and YouTube.

**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”.

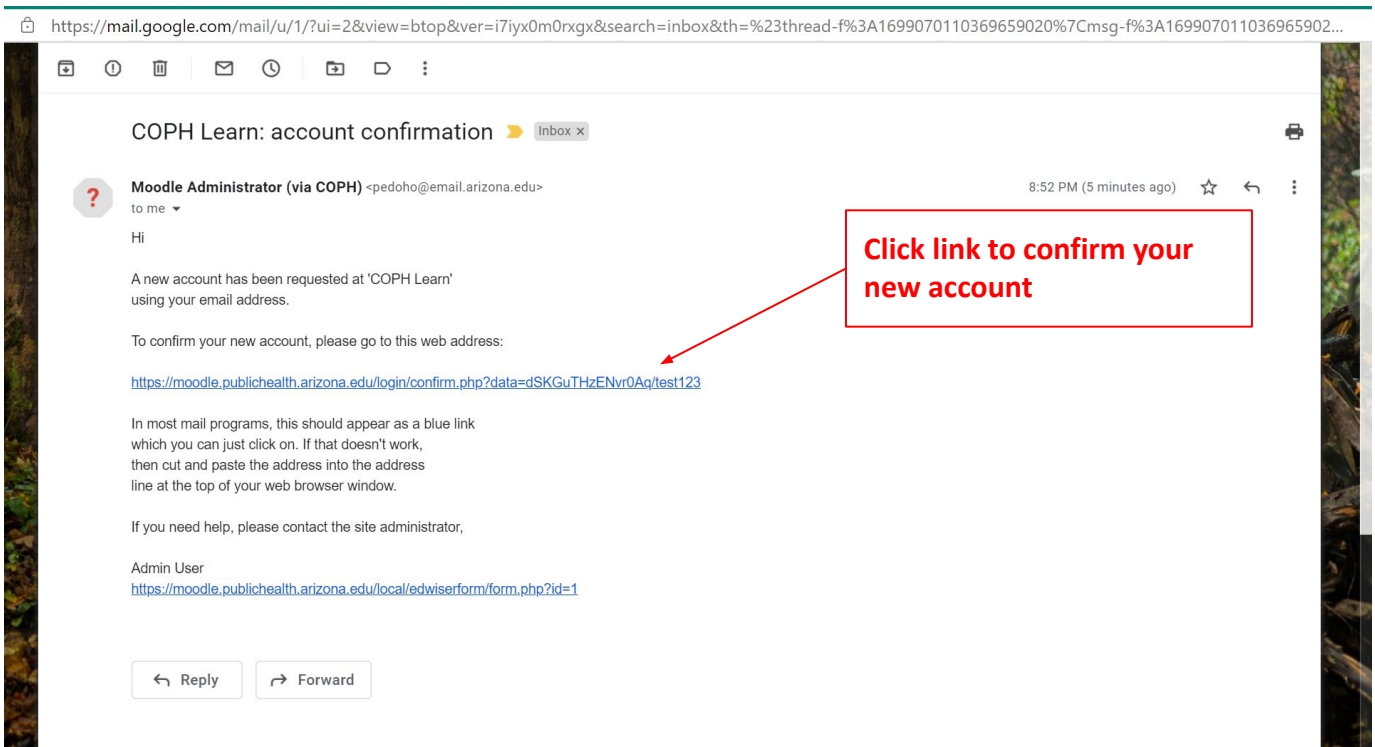
The screenshot shows the Moodle sign-up page at <https://moodle.publichealth.arizona.edu/login/signup.php>. The "Sign Up" form is expanded, showing sections for "Choose your username and password", "More details", "Occupational Information", and "Demographic Information". A red arrow points from a box labeled "Click 'Expand all'" to the "Expand all" link. Below the form, there is a checkbox labeled "I'm not a robot" with a red arrow pointing to it from a box labeled "Click to verify you are not a robot, then click 'Create my new account'". Below the checkbox is a blue "Create my new account" button and a "Cancel" link. At the bottom, there is a note: "There are required fields in this form marked with a red dot." The footer of the page includes the text "You are currently using guest access ( )" and the number "4".

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

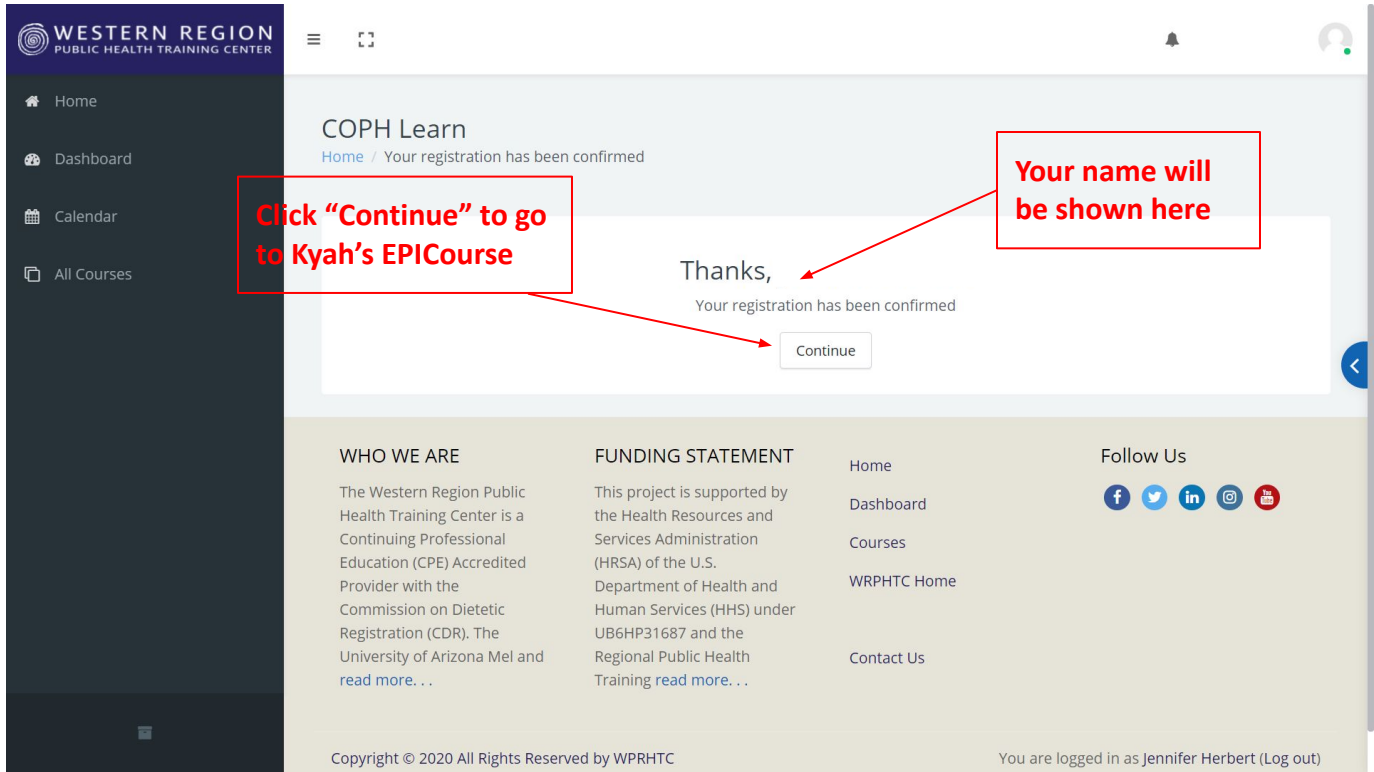


**Step 4:** Login to your email account to complete registration. Open the email and follow the instructions. Click on the link provided.

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

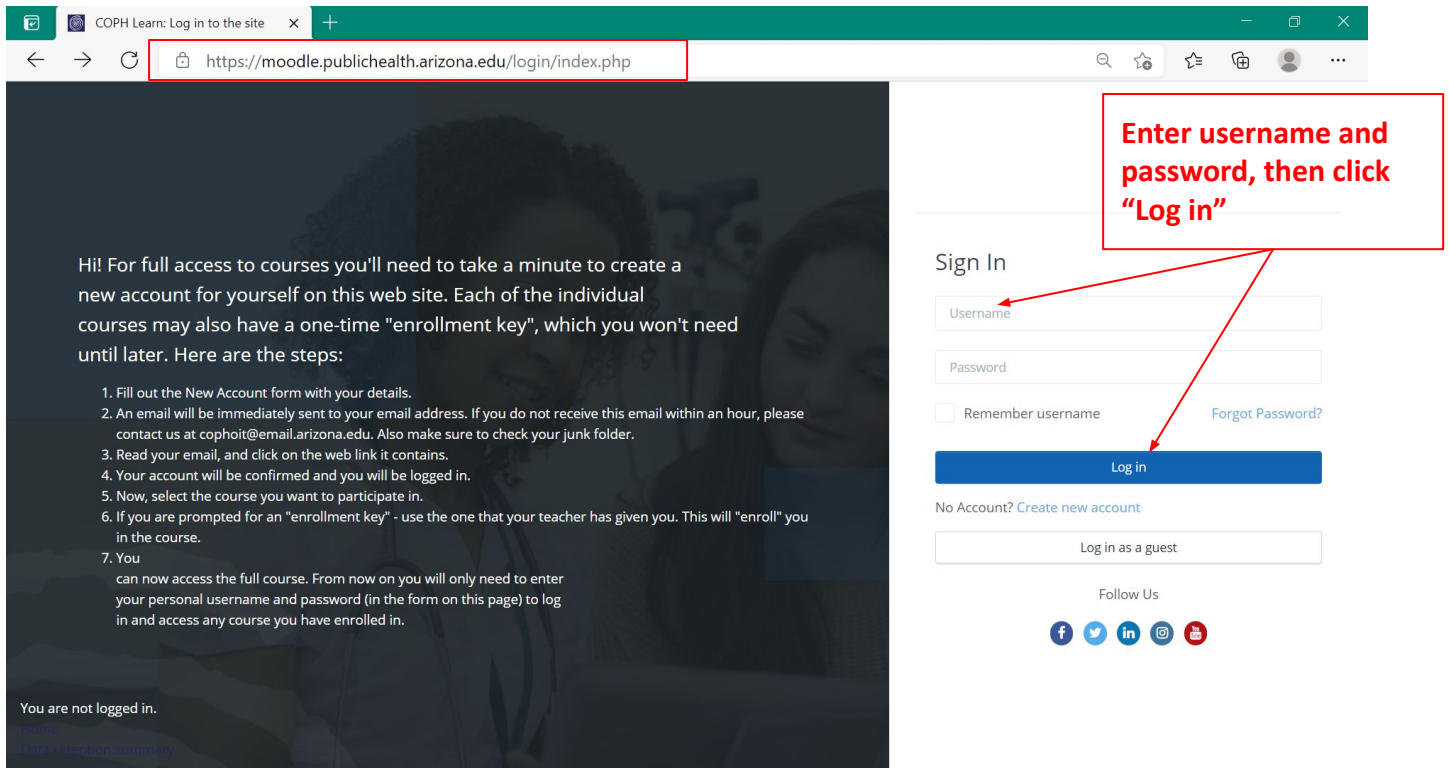


**Step 5:** After you click on the link, you will be directed to a new webpage confirming your registration. Once here, click “Continue” to go to the navigation page of Kyah’s EPICourse.



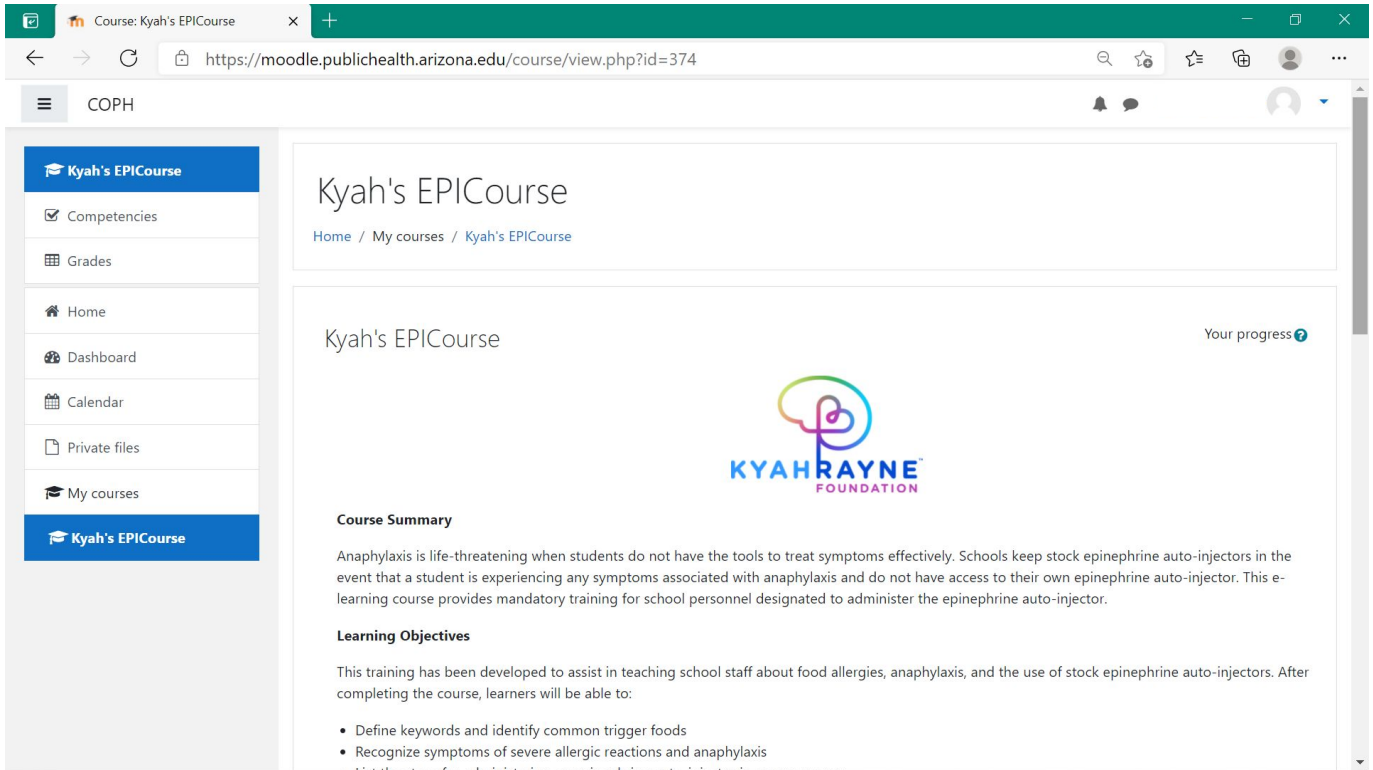
## **Returning Users:**

**Step 1:** Go to <https://moodle.publichealth.arizona.edu/enrol/index.php?id=445>. Enter your username and password. Click “Log in”.



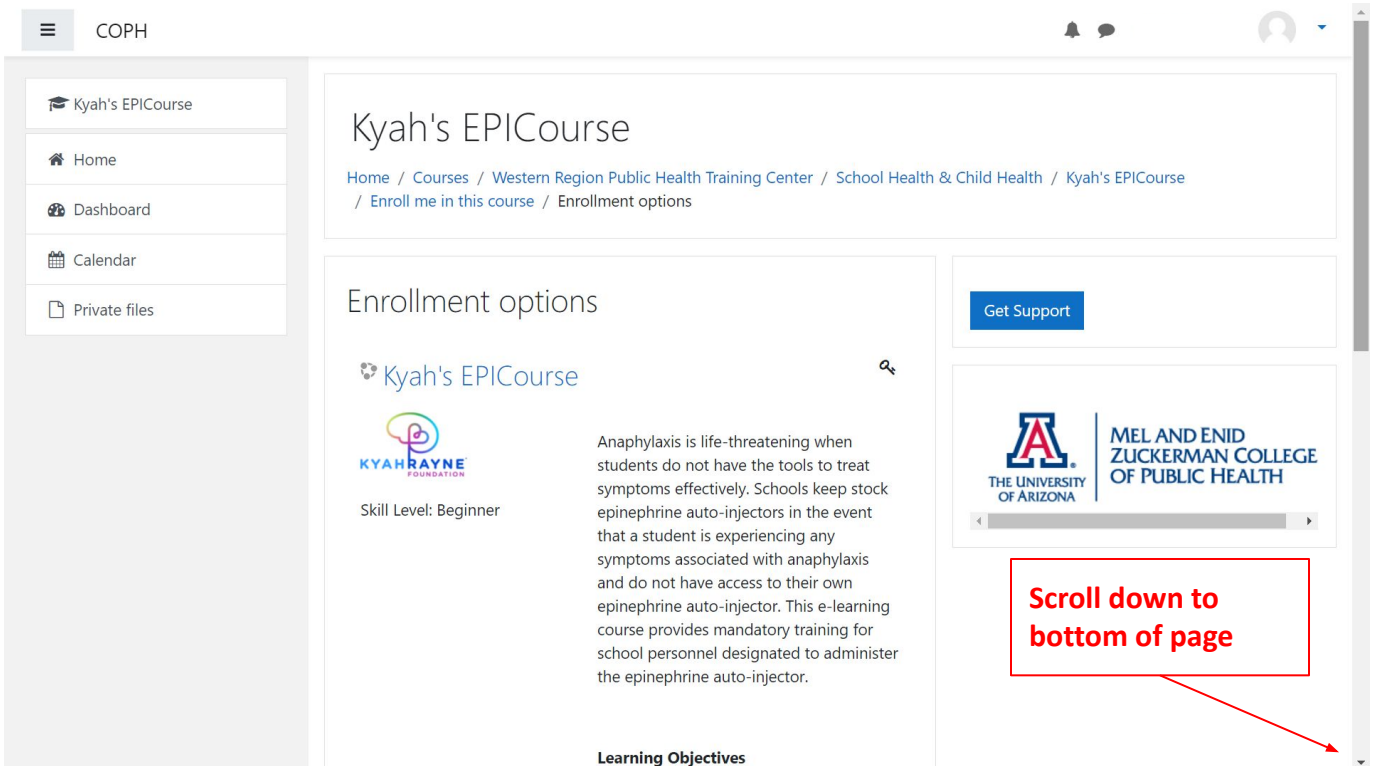


**Step 2:** Once you click “Log in”, you will be directed to Kyah’s EPICourse navigation page.

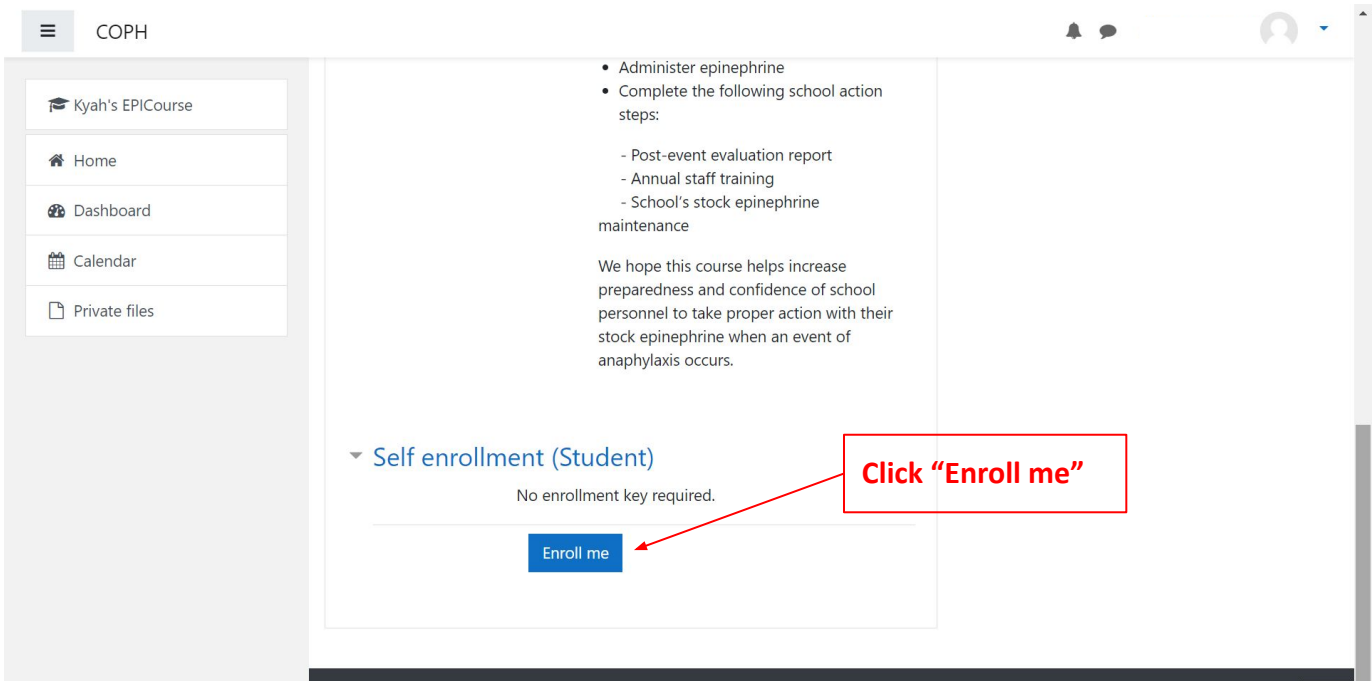


**Enrolling in Kyah’s EPICourse:**

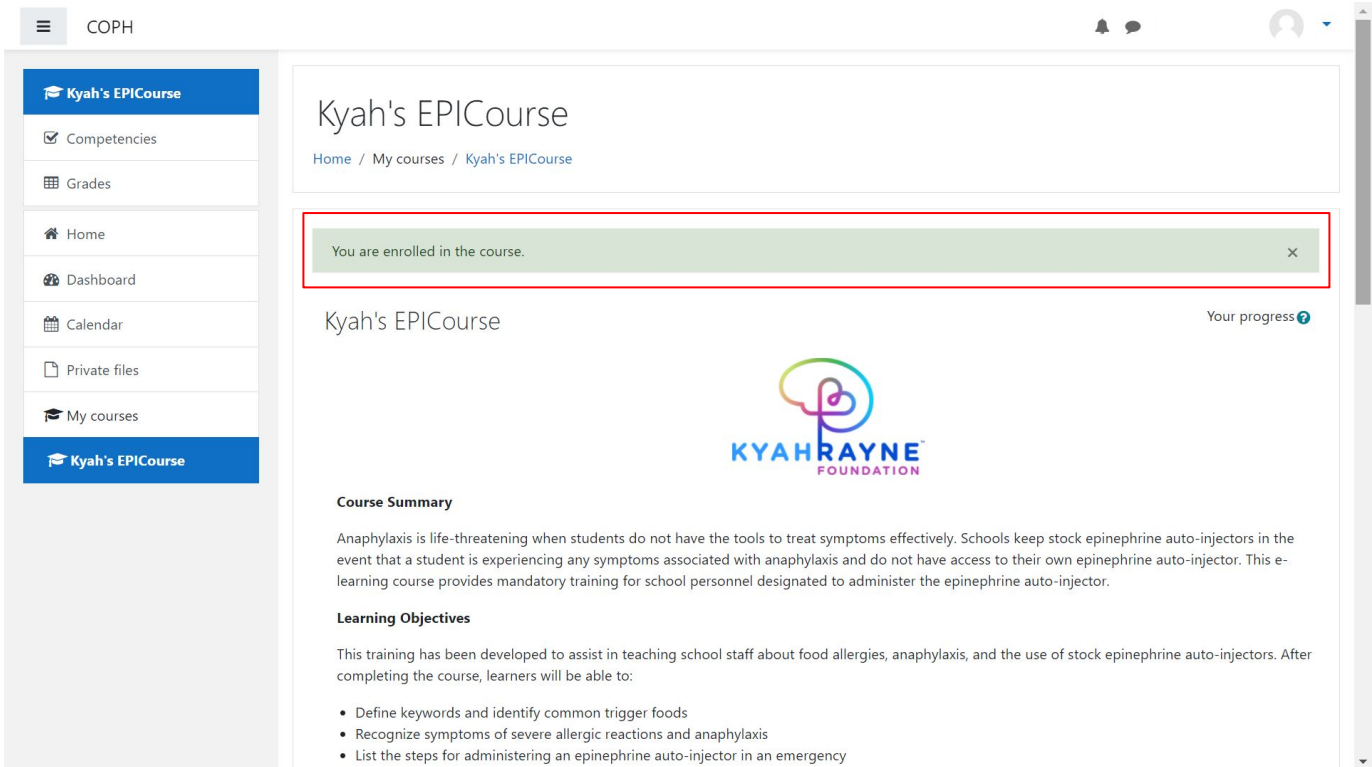
**Step 1:** Once you are logged in and on Kyah’s EPICourse navigation page, scroll down to the bottom of the page until you see an “Enroll me” button.



**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

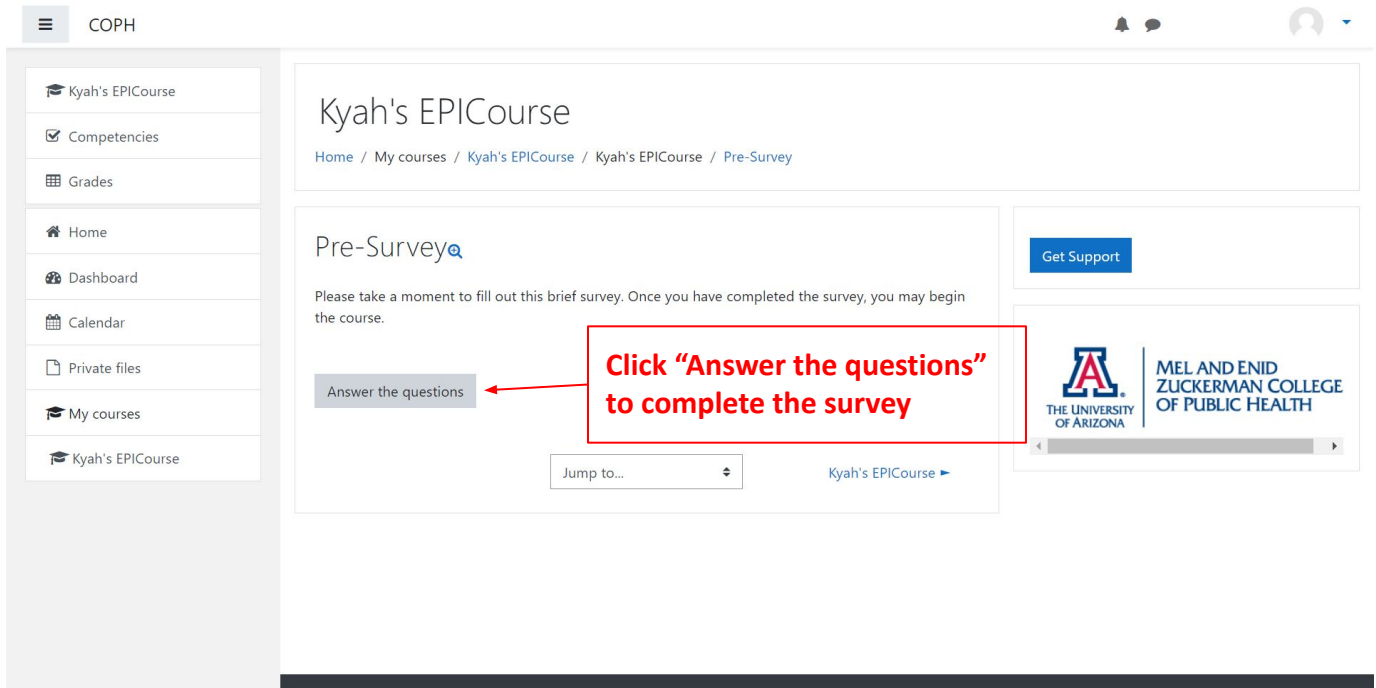
**Step 1:** Scroll down the navigation page to locate the Pre-Survey.

The screenshot shows the course page for 'Kyah's EPICourse'. The left sidebar contains navigation options: Competencies, Grades, Home, Dashboard, Calendar, Private files, My courses, and Kyah's EPICourse (highlighted). The main content area includes the course title, the KyahRayne Foundation logo, and a 'Course Summary' section. The summary states that anaphylaxis is life-threatening and that the course provides mandatory training for school personnel. Below this is a 'Learning Objectives' section with a bulleted list of skills to be gained, such as defining keywords, recognizing symptoms, and administering epinephrine auto-injectors. A red box with the text 'Scroll down to locate the Pre-Survey' and an arrow points to the bottom of the page.

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

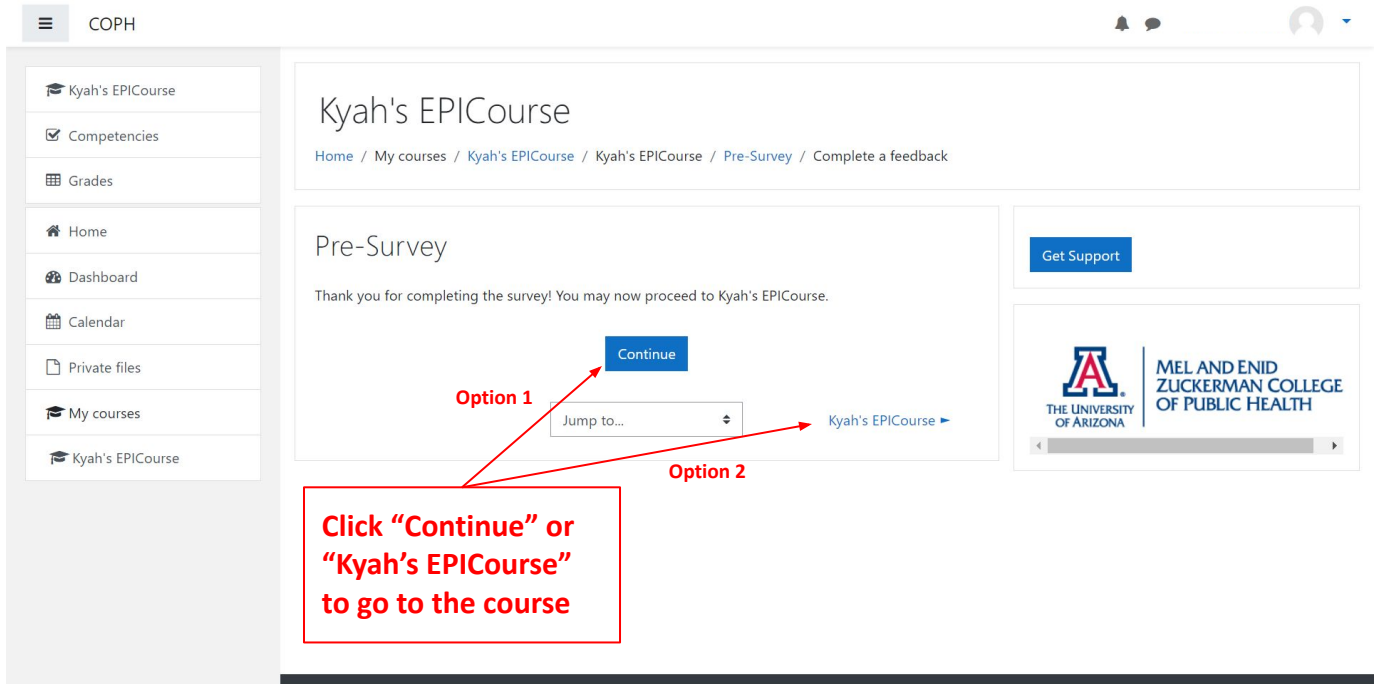
The screenshot shows the course page with a 'Pre-Survey' button highlighted by a red box and arrow. The text 'Click "Pre-Survey" to access' is written in red. Below the button, a message says: 'Please take a moment to fill out this brief survey. Once you have completed the survey, you may begin the course.' The page also features sections for 'Epinephrine Training' (with a 'Kyah's EPICourse' link), 'Assessment and Evaluation' (with 'Feedback Evaluation' and 'Final Exam' links), and 'Certificate' (with a 'Kyah's EPICourse Certificate of Completion' link). A 'Restricted' notice at the bottom states: 'Not available unless: The activity Kyah's EPICourse is marked complete'. A page number '9' is visible at the bottom center.

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

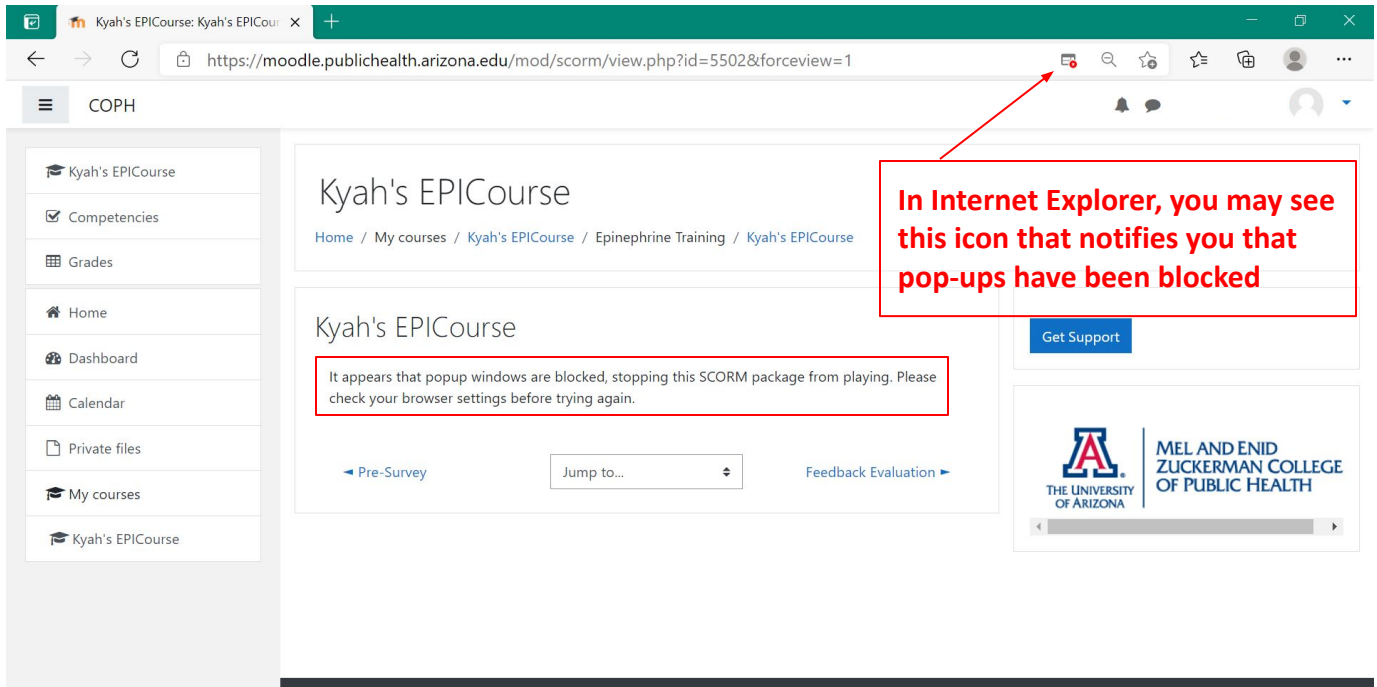


**Step 4:** Once you have completed the survey, you can access Kyah’s EPICourse one of two ways.

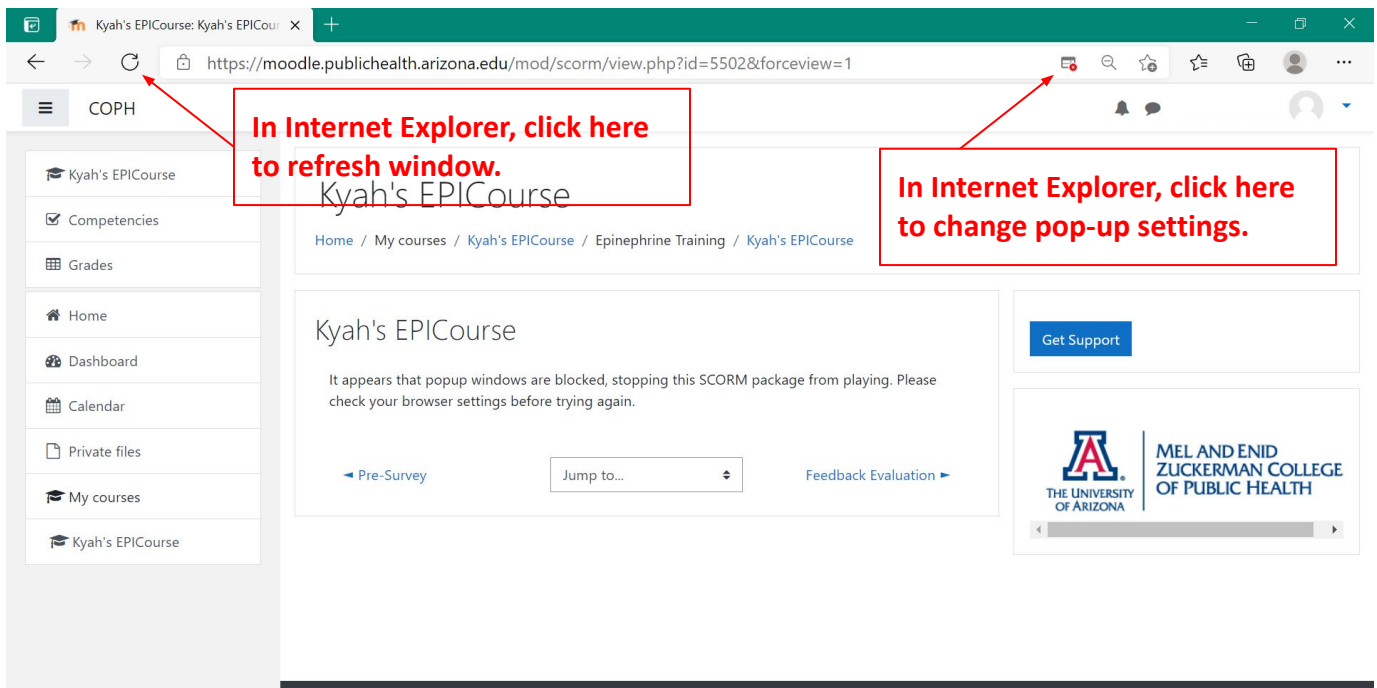
- **Option 1:** If you click “Continue”, you will be taken back to the navigation page where you can then click “Kyah’s EPICourse”.
  - **Option 2:** If you click “Kyah’s EPICourse” with the arrow, a new window will open.
- NOTE:** If you choose this option, make sure to enable pop-ups.



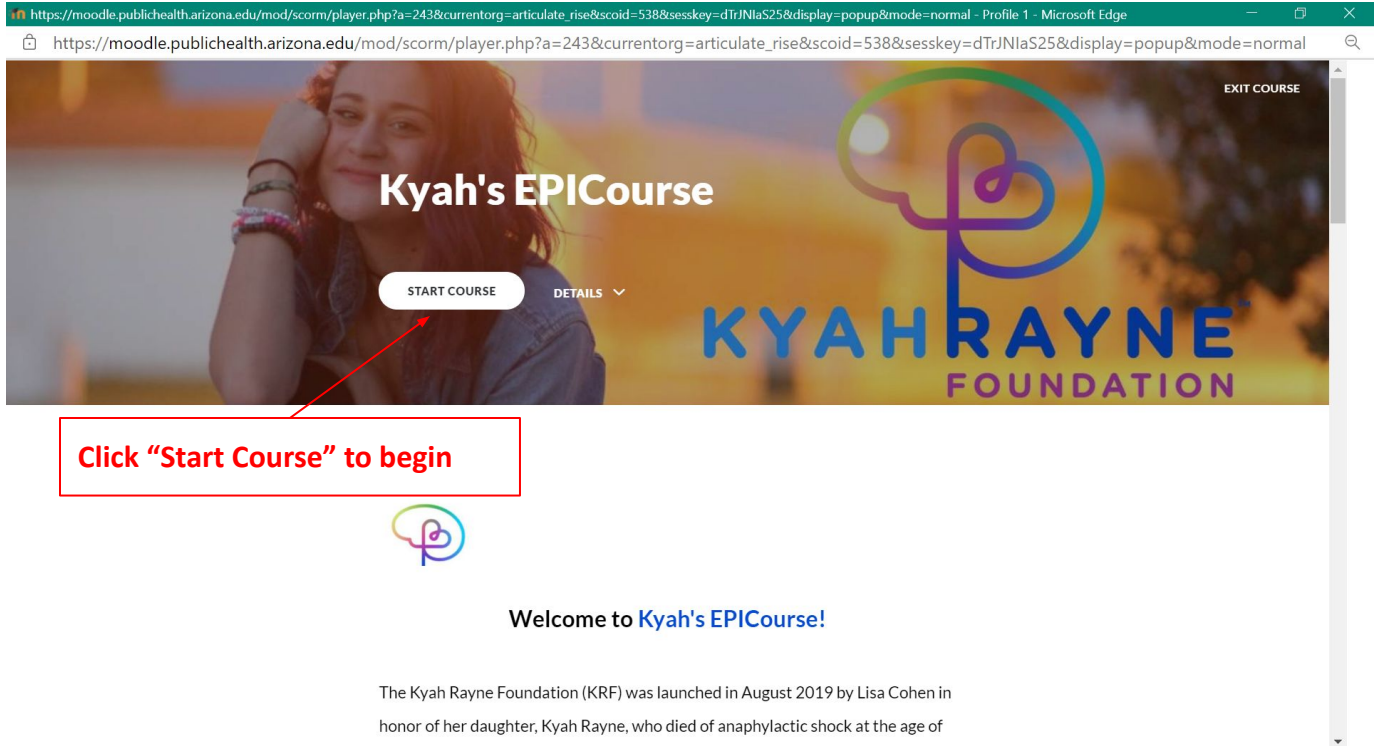
**Step 5:** If your pop-up blocker is enabled, you will receive a notification asking you to check your browser settings before trying again.



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

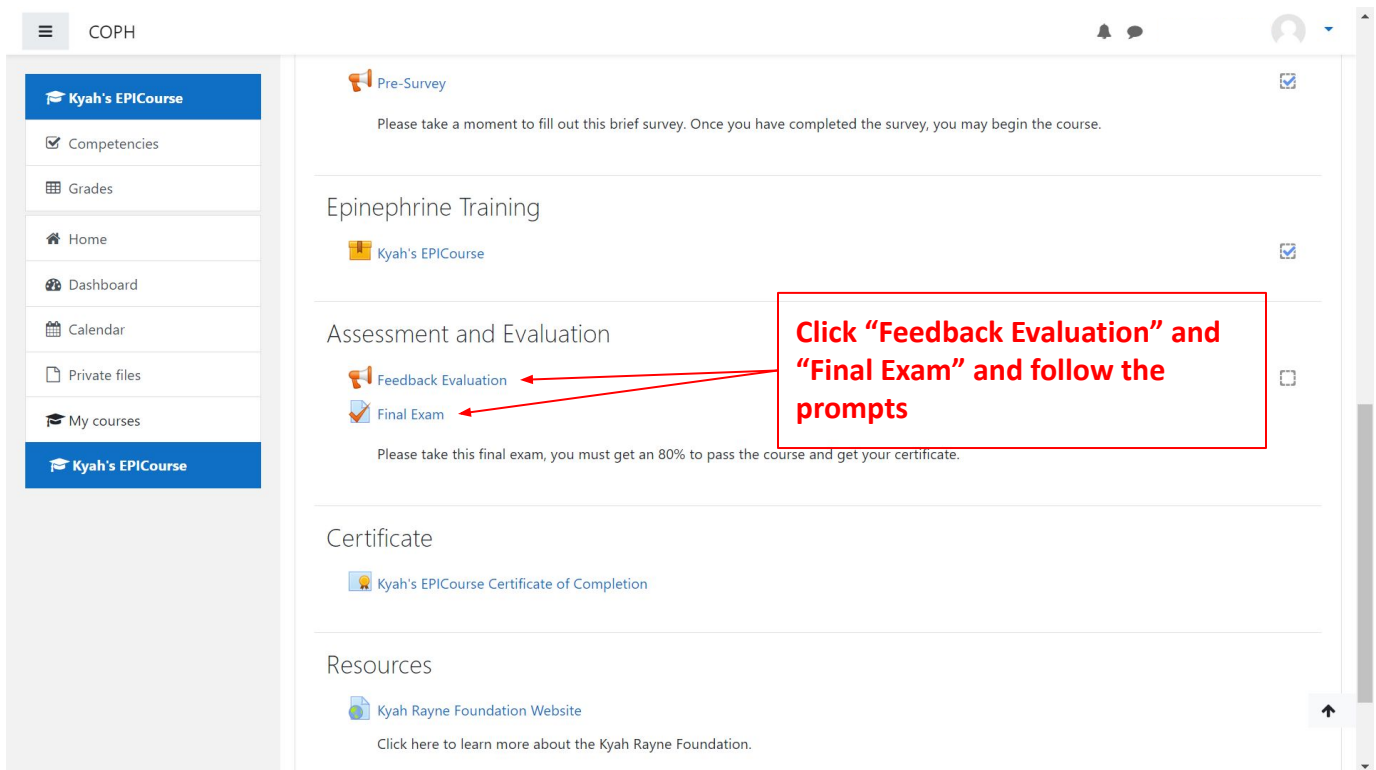


**Step 7:** After you refresh your browser, a new window will appear showing Kyah’s EPICourse. Click “Start Course” to begin.



**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.



**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.

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](#)

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

Kyah's EPICourse

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

## Summary of your previous attempts

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	State	Grade / 10.00	Review
1	Finished Submitted Saturday, 8 May 2021		<a href="#">Review</a>

Highest grade: / 10.00.

[Re-attempt quiz](#)

[Feedback Evaluation](#) [Jump to...](#) [Kyah's EPICourse Certificate of Completion](#)

[Get Support](#)

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**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 a web application interface. On the left is a navigation menu with items: 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 box and a red arrow pointing to it. Other elements include a 'Final Exam' link, a 'Jump to...' dropdown, a 'Kyah Rayne Foundation Website' link, a 'Get Support' button, and a logo for 'THE UNIVERSITY OF ARIZONA MEL AND ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH'.





## **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 EPICourse and obtained a Certificate of Completion
- Submit documentation regarding the use of stock epinephrine

# 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".



Department of Public Health  
**SSMP**  
School Surveillance and Medication Program

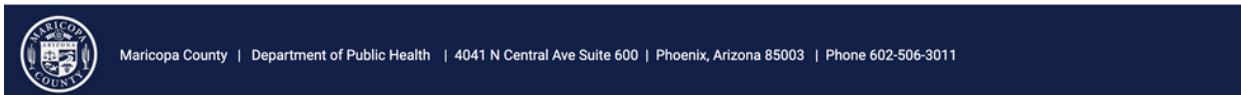
Login

Navigate the School Stock Albuterol Program (coming soon)  
Navigate the School Stock Epinephrine Program (coming soon)

User Name  [forgot username?](#)  
Password  [forgot password?](#)

New User?

Click "Create Account"



**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".

## Create New Account

All fields are required.

New accounts must be approved by the SSMP program administrator.  
You will be notified by email once your account has been approved and enabled.

User Name  First   
Password  Last   
Confirm Password  Work Email   
Work Phone   
Title

Select your district/organization to filter schools and add at least one school.

District/Organization    
School

Can't find your school? Contact [StockMedications@maricopa.gov](mailto:StockMedications@maricopa.gov) or 602-372-2616 for assistance.

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

I'm not a robot

Click this box for the Stock Epinephrine Program

Click check box to confirm you are not a robot

Click "Submit" to create an account

**Step 3:** After you hit submit, you will receive a notification and email stating your account has been submitted for approval. Once your account has been approved, you will receive any email confirming your account approval.




### Account Pending

**Account Submitted for Approval**  
New accounts must be approved by a program administrator and assigned to at least one school. You will be notified by email once your account has been approved and enabled.

If you have any questions, please email us at [StockMedications@maricopa.gov](mailto:StockMedications@maricopa.gov).

## Account Created - awaiting approval External Inbox x

 **noreply\_SSMP@maricopa.gov** 12:03 PM (0 minutes ago)     
to me ▾


An account has been created for user: **KRF** for the [School Surveillance and Medication Program](#).

Your account will be reviewed by site administrators. You will be notified by email once your site is approved.



## [EXT]Account Approved Inbox x

 **noreply\_SSMP@maricopa.gov** Fri, May 7, 12:02 PM (2 days ago)     
to me ▾

**External Email**

The account for user: **KRFoutreach** has been approved for the [School Surveillance and Medication Program](#).

You may now log in and begin entering information.

# Returning Users

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



Department of Public Health  
**SSMP**  
School Surveillance and Medication Program

Login

Navigate the School Stock Albuterol Program (coming soon)  
Navigate the School Stock Epinephrine Program (coming soon)

User Name

forgot username?

Password

forgot password?

Enter username and password, then click "Submit"

New User?



Maricopa County | Department of Public Health | 4041 N Central Ave Suite 600 | Phoenix, Arizona 85003 | Phone 602-506-3011

**Step 2:** Once you login it will bring you to the 'My School' page. 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.



Department of Public Health  
**SSMP**  
School Surveillance and Medication Program

Welcome, **SAMANTHA!** Role: User  
[Log Off](#)

[My School](#) [Resources](#) [Help/FAQ](#)

My School

Kyah Rayne Foundation

**School Address**

Street 2929 N Central Ave Suite 1550  
City Phoenix  
State AZ Zip 85012

**Medication Program Lead**

Name Lisa Cohen  
Title Founder  
Work Phone Fax  
Phone  
Work info@kyahraynefoundation.org  
Email

**Options (for School Surveillance Admin Only)**

Is Active: No Is On Distribution List: No  
Is Participating: No

Trained Staff Standing Orders Documentation Logs

**Trained Staff**

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

- Stock Albuterol Inhaler Protocol & Action Plan
- Stock Epinephrine Protocol & Action Plan
- Stock Naloxone Inhaler Protocol & Action Plan

[Print List](#)

[Add Staff Member](#)

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



Maricopa County | Department of Public Health | 4041 N Central Ave Suite 600 | Phoenix, Arizona 85003 | Phone 602-506-3011

## 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 onsite school personnel. It is highly recommended that all staff participate.

Trained Staff   Standing Orders   Documentation Logs

Trained Staff

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

- Stock Albuterol Inhaler Protocol & Action Plan
- Stock Epinephrine Protocol & Action Plan
- Stock Naloxone Inhaler Protocol & Action Plan

Print List   + Add Staff Member

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

Page 0 of 0

No items to display

Here the program lead can print out the list of trained staff. This needs to be placed next to stock epinephrine.

Click to add staff member

**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.

Trained Staff

First:    Work Email:

Last:    Work Phone:

Title:

Albuterol Training Proof

Select file...   Expires:

Epinephrine Training Proof

Select file...   Expires:

Naloxone Training Proof

Select file...   Expires:

Delete   Cancel   Submit

Enter information for trained staff member

Enter certificate expiration date

Upload "Certificate of Completion"

Click "Submit" when done.

**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.

The screenshot shows a web interface with three tabs: "Trained Staff", "Standing Orders", and "Documentation Logs". The "Standing Orders" tab is active. On the left, under "Standing Orders", there is a note and a list of requirements for Albuterol, Epinephrine, and Naloxone. Below this are two tables. The first table is for "Albuterol" and the second is for "Epinephrine". The "Epinephrine" table has a red circle around the "Add New" button. A red arrow points to the "Add New" button with the text "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.

The screenshot shows the "Epinephrine Standing Order Request Form" window. The form includes fields for School (Kyah Rayne Foundation), Requestor (First Name, Last Name, Work Email, Work Phone, Title), and Approver (First Name, Last Name, Work Email, Title). There is a section for "Trained Staff" with a red notification: "Epinephrine: At least two (2) trained school personnel for each school site". Below this is a table with columns: Name, Epi Proof on File, Cert Expire Date, and Cert Status. The table is currently empty. At the bottom, there are buttons for "Delete", "Cancel", and "Submit". Red annotations include: "Complete all fields" with an arrow pointing to the Requestor Title field; "Make sure you have two Trained Staff members" with an arrow pointing to the empty table; and "Click 'Submit' when done." with an arrow pointing to the Submit button.

**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.

The Kyah Rayne Foundation collected a list of programs and discounts designed to lower the costs of EAls. To access this information, please visit the following link:

[https://docs.google.com/spreadsheets/d/1aBu\\_7zl4YLxHK-AghzA3wczUHhLWj3n-MHt7nJaswxw/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1aBu_7zl4YLxHK-AghzA3wczUHhLWj3n-MHt7nJaswxw/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 a web interface with three tabs: "Trained Staff", "Standing Orders", and "Documentation Logs". The "Documentation Logs" tab is active. Below the tabs, there is a heading "Documentation Logs" and a note: "Any time albuterol, epinephrine or naloxone is administered, a documentation log must be filled out." Below this, there are two sub-sections: "Albuterol" and "Epinephrine". Each sub-section has a table with columns "Administered", "By", and "Doses". The "Epinephrine" sub-section is circled in red, and a red arrow points to the "+ Add New" button above it with the text "Click 'Add New'".

**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 a form titled "Stock Epinephrine Documentation Log". The form contains several sections: "School" (School Name: Kyah Rayne Foundation), "Individual Injected" (Age, Gender, Legal Guardian Contacted?, Reason why legal guardian not 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 (if applicable)), "Reasons for drug administration" (a large text area), and "Describe any problems with the drug administration" (a text area). A red arrow points to the form with the text "Complete all fields". Another red arrow points to the "Submit" button with the text "Click 'Submit' when done." The form also has "Cancel" and "Submit" buttons at the bottom right.



**Recommended Emergency Protocol: 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 are**

**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/health office staff

\_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.

Epinephrine Auto-Injector  
0.3 mg  
Wt: 66 lbs.+

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 1<sup>st</sup> dose administer a 2<sup>nd</sup> 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**

### Allergy/Anaphylaxis Protocol Stock Epinephrine & Action Plan for Treating Emergency Allergy/Anaphylaxis

This protocol is intended for use by trained personnel to respond to anaphylaxis. It is not intended to replace an individual’s personal 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 (e.g.,) are not available or easily accessible.

Possible signs/symptoms of anaphylaxis may include **ANY** of the following symptoms:

- 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, tearing of the eyes
- Itching and/or swelling of the lips or back of 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)
- Pale, weak pulse, dizzy, confused, low blood pressure
- Light headedness, feeling faint, fainting, collapse
- Nausea, abdominal cramps, vomiting, distress, anxiety, and a sense of dread

**STEPS FOR POST-INCIDENT DOCUMENTATION & FOLLOW UP:**

1. Document the incident using the Stock Epinephrine Documentation Log found on the School Surveillance & Medication Program (SSMP) within 24 hours of incident. Remember this documentation log is emailed directly to ADHS, according to the AAC R7-2-809.
2. Follow-up with the health office staff/ school nurse and/or principal/administration per school policies.
3. If the individual is a student, document the student’s school health record and print copy for student’s records.
4. Follow up with the parent/guardian/family with the SSMP Epinephrine resources found on your SSMP schools’ account. Consider a plan of care for the students’ or staff members’ safe return to school.

\*\*\*The “Stock Epinephrine Documentation Log” shall remain on file with the school for a minimum of 3 years.

**I. SSMP Medication Storage & Administration Guidelines  
for Stock Auto-Injectable Epinephrine**

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

The implementation of policies and procedures for anaphylaxis using school stock 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.

A designated school employee, the School Surveillance Medication Program (SSMP), Program Lead, who has completed the required training is responsible for the storage, maintenance, control, and general oversight of the school stock epinephrine acquired by the school.

**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 the medication has been used. A daily tracking log will be useful.

**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 the designated and trained school personnel, the SSMP Program Lead:

- In compliance with manufacture's recommendations for handling and storage of medication store in carton provided
- 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
  - During breaks and summer vacation, keep stock epinephrine at optimal temperature. AZ high temperatures do effect the efficacy of the medication.
- 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, charter schools and private schools 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 the standing order when symptoms persist, and emergency responders have not arrived.
- Providing emergency responders with used epinephrine auto-injector labeled with school 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 SSMP School Epinephrine Documentation Log
  - 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, charter school and private 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. While each school is required to have at least two trained personnel in order to implement the stock epinephrine policies, schools are highly recommended to train as many school personnel as they consider necessary.

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 county department. The county 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 according to the SSMP Stock Emergency Epinephrine Protocol & Action Plan and the Medication Epinephrine Administration Procedures and Guidelines.
- 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
- Storage of stock epinephrine, appropriate location, optimal temperature, and monitor expiration dates
- Provide steps for post-incident documentation, according to the SSMP Stock Epinephrine Protocol and Action Plan

## **II. Legal Considerations**

[A.R.S. § 15-157](#)

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.

<p><b>III. Emergency Stock Epinephrine Treatment and Considerations</b> <b>R7-2-809</b></p>
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**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, a doctor of naturopathic licensed pursuant to title 32, chapter 14, 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 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 SSMP 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, **DO 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 your schools' 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 of action

School Name: \_\_\_\_\_

**Individual Injected**

Age: \_\_\_\_ Gender:  Male  Female  Other

Legal Guardian Contacted?  Yes  No, explain why \_\_\_\_\_

**Individual administering Injection**

Trained staff's name: \_\_\_\_\_

Direct phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Drug Administration**

Number of doses: \_\_\_\_\_

Date/Time 1<sup>st</sup> dose administered: \_\_\_\_\_

Date/Time 2<sup>nd</sup> dose administered (if applicable): \_\_\_\_\_

Reasons for drug administration: \_\_\_\_\_

Describe any problem with the drug administration: \_\_\_\_\_

**EMS response**

Was the person transported via EMS  Yes  No, explain why \_\_\_\_\_

Time 9-1-1 called \_\_\_\_  a.m. \_\_\_\_  p.m. Time EMS arrived \_\_\_\_  a.m. \_\_\_\_  p.m.

EMS Agency Name: \_\_\_\_\_

Hospital individual was transported to \_\_\_\_\_

**Follow Up Plan**

Describe the follow-up plan and additional resources provided to the individual and/or family members following the incident: \_\_\_\_\_

Reminder: enter this information to your schools' SSMP documentation log within 24 hours of incident  
Rev 6/2022

## 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. This can also be found on the SSMP Resource Page: <https://ssmp.maricopa.gov/Resources>

- 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



### *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

# Ariz. Admin. Code § 7-2-809

## Section R7-2-809 - Emergency Administration of Auto-Injectable Epinephrine

**A. Applicability.** This rule applies to:

1. Any school district or charter school that voluntarily chooses to stock auto-injectable epinephrine pursuant to A.R.S. § 15-157.
2. All school districts and charter schools when required to stock auto-injectable epinephrine pursuant to A.R.S. § 15-157.

**B. Definitions.** The following definitions are applicable to this rule:

1. "Anaphylactic shock" is a severe systemic allergic reaction, resulting from 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, a doctor of naturopathic medicine licensed pursuant to Title 32, Chapter 14, 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 for non-individual specific epinephrine.

**C. Annual training in the administration of auto-injectable epinephrine.**

1. 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. One or more of the trained personnel may be a school nurse or athletic trainer if they are employed by the school.
2. 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.
3. At a minimum, training shall include procedures to follow when responding to anaphylactic shock, including direction regarding summoning appropriate emergency care, and documenting, tracking and reporting of the event.
4. Training shall also 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.

5. Training shall be conducted via courses provided in collaboration with a public health organization or by a regulated health care professional, whose competencies include the administration of auto-injectable epinephrine, including but not limited to a licensed school nurse, certified emergency medical technician or licensed athletic trainer.

6. School districts and charter schools shall 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.

**D.** Annual training on the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs.

1. 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.

2. 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.

3. Training shall be conducted in collaboration with a public health organization by a regulated health care professional whose competencies include the recognition of anaphylactic shock symptoms and procedures to follow when anaphylactic shock occurs, including but not limited to a licensed school nurse, certified emergency medical technician or licensed athletic trainer.

**E.** Procedures for annually requesting a standing order for auto-injectable epinephrine.

1. Each school district or charter school shall obtain a standing order from its designated district or charter school physician licensed pursuant to Title 32, Chapter 13, 14, 17, 15, or 25 and if no such physician is available to provide a standing order, from the chief medical officer of the Department of Health Services or the chief medical officer of a county health department.

2. Standing orders shall be renewed annually and upon the change of any designated school district or charter school physician.

3. Standing orders shall identify the appropriate dosage of auto-injectable epinephrine to administer based upon weight and the frequency at which auto-injectable epinephrine may be administered if symptoms persist or return.

**F.** Procedures for the administration of auto-injectable epinephrine in emergency situations.

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

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

a. Determining if symptoms indicate possible anaphylactic shock.



- b.** Selecting the appropriate dosage of auto-injectable epinephrine to administer pursuant to a standing order.
- c.** Injecting epinephrine via auto-injector pursuant to a standing order, noting the time and dose given.
- d.** Calling 911 to advise that anaphylactic shock is suspected and epinephrine was administered.
- e.** Keeping the person stable until emergency responders arrive.
- f.** Advising school medical personnel and administration of the incident.
- g.** Repeating dose pursuant to a standing order when symptoms persist and emergency responders have not arrived.
- h.** Providing emergency responders with used epinephrine auto-injector labeled with name, date and time administered.
- i.** Assuring that parents/guardians have been notified and advised to promptly alert student's primary care physician of the incident.
- j.** Completing written documentation of the incident, detailing who administered the injection, the rationale for administering the injection, the approximate time of the injection or injections, and notifications made to school administration, emergency responders, the student's parents/guardians, and the doctor or chief medical officer who issued the standing order.
- k.** Ordering replacement dose or doses of auto-injectable epinephrine.
- l.** Reviewing any incident involving emergency administration of epinephrine to determine the adequacy of response.

**G.** All school districts and charter schools shall report to the Arizona Department of Health Services all incidents of use of auto-injectable epinephrine pursuant to this rule in the format prescribed by the Arizona Department of Health Services.

*Ariz. Admin. Code § R7-2-809*

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