

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 220  
PROGRAM**

**USE AND ADMINISTRATION OF MEDICATIONS FOR TREATMENT OF  
ASTHMA AND ANAPHYLAXIS**

The School Nurse (SN) or an Unlicensed Assistive Personnel (UAP) will attend to the individualized health needs of students, staff, and patrons if there is reason to believe they are experiencing symptoms of anaphylaxis while on a Carson City School District campus.

The UAP must be willing to perform the procedure and either pass a written test or verbalize his or her knowledge and understanding directly to the school nurse.

- 1) The School Nurse or Unlicensed Assistive Personnel may administer an Auto-Injectable Epinephrine dose to any staff, student or patron who the school nurse/UAP have reason to believe is experiencing symptoms of anaphylaxis while on a CCSD school campus. The SN/UAP may provide assistance under any of the following situations:
  - a. The patient specific AIE prescribed for a specific student WITH a known allergy, which is provided to the school by the parent or guardian; OR
  - b. A non-patient specific AIE to a student WITH a known allergy, with no readily available prescribed AIE; OR
  - c. A non-patient specific AIE to a student WITHOUT a known allergy that exhibits signs or symptoms of anaphylaxis.
- 2) Each school shall obtain an order from a physician or osteopathic physician for two (2) doses of non-patient specific AIEs for each school.
- 3) Each school shall keep all AIEs (patient specific and non-patient specific), in a secure, room temperature, unlocked, readily accessible location. All staff members trained as UAP-AIEs will have knowledge to the location of school AIEs. If a dose of epinephrine is used or expired, each school shall obtain another dose to ensure that each school has at least two doses.
  - a. Exception: Students who are capable of self-administration (as determined by the school nurse), may carry and administer their own AIEs.
- 4) No later than 30 days after the last day of each school year, CCSD shall submit a report to the Health Division of the Department of Health and Human Services identifying the number of doses of auto-injectable epinephrine that were administered at each public school in the District during the school year.
- 5) CCSD will provide each school, to the extent feasible:
  - a. Training concerning food allergies and the indications and administration of an AIE to:
    - i. Each employee in the food service department; AND

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- ii. Each site administrator, or lead teacher (department chair); and all clerical office staff of each school; AND
  - iii. Any teacher or coach who travels off campus with a student having a known severe allergy; AND
  - iv. Any other employees as deemed appropriate by the school nurse in collaboration with school administration.
- b. A comprehensive Emergency Action Plan concerning anaphylaxis, which includes, without limitation, information relating to:
- i. Risks that may cause anaphylaxis
  - ii. Ways to avoid risks that may cause anaphylaxis
  - iii. Signs and symptoms of a person experiencing anaphylaxis
  - iv. Accessing an AIE when necessary
  - v. Safely and effectively administering AIEs
  - vi. Reporting requirements and medical care that should be received after the administration of an AIE
- 6) The Chief School Nurse shall:
- a. Provide training concerning the proper storage and administration of AIEs
  - b. Conduct trainings at least twice per year
  - c. Verify and document each employee's competency in all the required skills before confirming each designated employee is considered a UAP with AIE delegation (UAP-AIE)
  - d. Ensure each school has a copy of the School Emergency Action Plan
  - e. Ensure replacement of any non-patient specific AIEs when expired or used
- 7) The School Nurse shall:
- a. Coordinate with the administration of each school to designate employees of the school who are authorized to administer AIE
  - b. At the discretion of the Principal, inform and educate staff outside of the delegation process to enhance awareness regarding anaphylaxis, AIEs, and appropriate emergency response
  - c. Provide each UAP-AIE a copy of the School Emergency Action Plan
  - d. Inform teachers and coaches of students known to have severe allergies
  - e. Track all AIEs expiration dates and AIE usage. She/he will:
    - i. Document each administration
    - ii. Contact parent for new patient-specific AIE when expired or used
    - iii. Give each administered AIE to 911 responder for transport with the student to the emergency room
- 8) The site administrator, or lead teachers (department chairs) in each school shall:
- f. Coordinate with the school nurse to select staff to be trained in addition to those mandated by SB 453 (77<sup>th</sup> session)
  - g. Assist school nurse to ensure all designated staff members (UAP-AIEs) attend each of the required trainings.
  - h. Attend the required trainings

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### Definitions:

- AIE—Auto-injectable epinephrine (AIE)--A pre-measured dose of epinephrine which can be automatically injected into a person’s muscle without the need to manipulate a syringe or withdraw a certain dose who is reasonably believed to be experiencing symptoms of anaphylaxis. Examples include but are not limited to: Epi-Pen, Auvi-Q, Adrenaclick and generic epinephrine auto-injector.
- NAC—Nevada Administrative Code
- Non-patient specific epinephrine-An AIE dosage which the school obtains and stores as a “stock” emergency medication without regard to a person specifically diagnosed with a severe allergy
- NRS—Nevada Revised Statutes
- Patient specific epinephrine-An AIE dosage prescribed for as specific pupil based on a history of allergies. Provided to the school by the parent
- Unlicensed Assistive Personnel (UAP)—An employee of the Carson City School District who is not licensed by the Board of Nursing as a nurse, but who, in accordance with the provisions of the Nevada Nurse Practice Act, NRS and NAC 632, is trained and delegated by the school nurse the authority to perform a specific Board-regulated nursing service(s).
- UAP-AIE--A UAP trained and delegated specifically in the use and administration of an AIE

Reference: NRS 392.425; SB 453, 77<sup>th</sup> Session

Adopted: June 27, 2006

Revised: December 10, 2013