



North Carolina Department of Health and Human Services
Division of Public Health

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**Action Steps for Charter School Staff New to § 115C-375.2A.
School Supply of Epinephrine Auto-injectors**

1. Read the legislation completely through section 8.23 (Board of Pharmacy Rule Setting), effective date **11/1/2014**.
2. Initial Activities:
 - Contact with the local health department related to training needs and prescription needs should be done very early in the school year/planning process.
 - Designate school personnel to receive training and annual re-training.
 - Develop a related Action Plan (procedure) for use of the injector in an emergency. A plan should include symptoms, response, emergency service calls, parent/physician calls and follow up. A sample is available at <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/EpinephrinePoliciesProtocolsandReporting>.
 - Establish a system for reporting auto-injector use and follow-up. A sample form is available at [Report of Epinephrine Administration Form](#).
 - Make decisions on storage location, "secure but unlocked and easily accessible" /expiration date monitoring/replacement process after use or expiration.
 - Assure completion of a cardiopulmonary resuscitation certification course for trained staff members and maintenance of training records. Certification courses should be available through local chapters of the American Heart Association, American Red Cross, and/or local hospitals or medical facilities.
 - Plan for availability for school –sponsored events on school property.
 - Consider creating a school policy as part of a medication policy. A sample is available at [Comprehensive Anaphylaxis School Policy](#).
 - Maintain records on training and related items on this list.
3. Train designated staff using a local school nurse or a qualified representative of the local health department.
4. Acquire the prescription in the approved manner as stated in the legislation. Prescriptions are to be obtained from the local health department for each individual school.
 - Consistent with general requirements of the North Carolina Pharmacy Practice Act, it would be appropriate to have either: (a) the individual school's name; or (b) the designated school nurse or other trained person's name on the prescription; or (c) both.
 - As required by the North Carolina Pharmacy Practice Act, the epinephrine auto injectors must be appropriately labeled when dispensed to the designated school personnel. If requested upon ordering the EpiPen4Schools program will label each prescription.
 - According to the NC BOP Epinephrine Auto injectors come packaged as a twin pack and should remain packaged in that manner. Best practice speaks to administering a second dose if needed.

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5. When prescriptions are in place, fill through a pharmacy of choice or the Epipens for Schools program <http://epipen4schools.com/>.
6. The NC Division of Public Health School Health Nurse Consultant team is available for assistance related to resources for health care needs in charter schools. Please review the map at this link to contact your region specific consultant, if needed.

<http://www.ncdhhs.gov/dph/wch/doc/aboutus/maps/RSNCmap2014.pdf>

Action Steps for Charter Schools with Established Epinephrine Policies/Procedures

1. Refer to the above suggested action steps and refer to the legislation through section 8.23. § 115C-375.2A. School Supply of Epinephrine Auto-injectors, as needed.
2. According to the legislation, annual training/re-training is required. The video presentation provided by NC DPH to Charters that last year were unable to secure training needs through the local health department or school system is no longer available. The video was provided during the first year to assist with implementation. Contact with the local health department related to training needs and prescription needs should be done very early in the school year/planning process.
3. Remember to assure completion of a cardiopulmonary resuscitation certification course for trained staff members and maintenance of training records.
4. Aside from the resources listed above from NASN, you may also want to refer to your local school system for sample forms regarding action steps, policy and reporting.
5. Epinephrine
 - Please be aware of the expiration dates on the epinephrine auto-injectors and replace as necessary.
 - Be mindful that according to the NC BOP Epinephrine Auto injectors come packaged as a twin pack and should remain packaged in that manner. Best practice speaks to administering a second dose if needed. The Board of Pharmacy FAQ document will be revised with this information.
 - Consider having a structured review of the implementation process to evaluate and see what adjustments might need to be made to improve the process each year.

Updated July 2015

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