



CCDPH Procedure for Responding to Requests for Undesignated Asthma Medications

1. The form for requesting a Prescription for Undesignated Asthma Medication for School Use and a Signed Standing Order for the Administration of School Supplied (Undesignated) Asthma Medication will be available on the Cook County Department of Public Health (CCDPH) website.
2. Schools must request a prescription and a standing order for undesignated asthma medication by completing the “School Request for Undesignated Medication and Standing Order” form at <https://forms.office.com/r/9DjMwjE71q>.
3. Requesting schools will be informed that:
 - a. “Asthma medication” means quick-relief asthma medication, including albuterol or other short-acting bronchodilators, that is approved by the United States Food and Drug Administration for the treatment of respiratory distress. “Asthma medication” includes medication delivered through a device, including a metered dose inhaler with a reusable or disposable spacer or a nebulizer with a mouthpiece or mask.
 - b. According to [Illinois School Code \(105 ILCS 5/22-30\)](#), school nurses and trained personnel are authorized to administer an undesignated asthma medication.
 - i. To be considered “trained personnel,” one must meet the following requirements:
 - 1) Be a school employee or volunteer.
 - 2) Be certified in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) by the American Heart Association, American Red Cross, or similar certifying body.
 - 3) Complete an online or in person training curriculum annually that includes:
 - a) how to recognize symptoms of respiratory distress and how to distinguish respiratory distress from anaphylaxis;
 - b) how to respond to an emergency involving respiratory distress;
 - c) asthma medication dosage and administration;
 - d) the importance of calling 9-1-1 or, if 9-1-1 is not available, other local emergency medical services;
 - e) a test demonstrating competency of the knowledge required to recognize respiratory distress and administer asthma medication;
 - f) where the undesignated medications to treat respiratory distress are stored and how to access them;



- g) the method by which the school nurse or trained personnel will be notified of an incident that could require the administration of medication for acute respiratory distress;
 - h) the school's written Asthma Episode Emergency Response Protocol;
 - i) assurance that the personnel agreeing to perform in the role of "trained personnel" has completed the training on asthma; and,
 - j) the process for administering the specific undesignated asthma medication and delivery device identified in the standing order.
- 4) Schools/School Districts shall maintain and make available to CCDPH, upon requesting medication, a list of school personnel or authorized agents who are authorized to administer inhalers pursuant to the standing order and prescription.
- *Of note, ISBE has provided resources on their website (<https://www.isbe.net/Pages/School-Nursing.aspx>) to satisfy some of these requirements. ISBE also recommends that the school nurse or another medical provider be the person who provides the training.
- 5) A school nurse or physician with knowledge of asthma and symptoms of respiratory distress, who holds CPR and AED certifications, and who possesses skill in administering or demonstrating the use of asthma medications for acute respiratory distress and delivery device, shall certify by written signature that the personnel being trained completed the above requirements. This proof of completion must be submitted to the school administration. The school district, public school, or non-public school must maintain records related to the training curriculum and trained personnel. The names of trained personnel shall be provided to the school nurse and school administrator.
- 6) If the training for trained personnel is presented via webinar, online, or video, a school administrator or school nurse shall be available to answer questions from training participants.
- c. Standing orders and prescriptions must be renewed annually.
 - d. Asthma medication must be maintained in a secured location where an allergic person is most at risk, including but not limited to classrooms and lunchrooms. A copy of the standing order will be kept with the asthma medication. School nurse and trained personnel may carry an undesignated asthma medication on his or her person while in school or at a school sponsored activity.
 - e. Asthma medication should be maintained in accordance with the manufacturer's instructions.



- f. Schools must inform parents or guardians in writing, that the school, its employees and agents, CCDPH and CCDPH COO or designee, are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of the asthma medication. Parents or guardians will be notified at the start of each school year, or for students enrolling for the first time, at the start of enrollment. The parents or guardians of the pupil must sign a statement acknowledging the above.
- g. A school also shall accept a written request from a parent or guardian stating that his or her student shall not be administered asthma medication under any circumstances. The school nurse and trained personnel will be provided with the names of any students who should not be administered asthma medication.
- h. In the absence of a licensed school nurse, only personnel who have been trained to recognize the symptoms of respiratory distress/asthma symptoms and correctly administer asthma medication may administer undesignated asthma medication with a spacer. This is to be given to a person that they believe in good faith to be experiencing respiratory distress while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities (including before school or after-school care) on school-operated property.
- i. When undesignated asthma medication is administered, the following notification must occur:
 - i. Immediately – the student’s parents, guardian, or emergency contact
 - ii. Within 24 hours – student’s school nurse, if medication is administered by trained personnel
 - iii. Within 24 hours – student’s health care provider of record, with parent or guardian consent
 - iv. Within 3 days – Schools are required to complete the [Illinois State Board of Education \(ISBE\) Undesignated Asthma Medication Report Form](#) within 3 days after the administration of any undesignated asthma medication in accordance with [Illinois School Code \(105 ILCS 5/22-30\)](#).
 - 1) Schools must report to ISBE the following information:
 - a) the age and type of person receiving the asthma medication (student, staff, or visitor).
 - b) any previously known diagnosis of asthma for the person;
 - c) the trigger that precipitated respiratory distress, if identifiable;
 - d) the location of where the symptoms developed;
 - e) the number of doses administered;
 - f) the type of person administering the asthma medication (school nurse, trained personnel, or student);



- g) the outcome of the asthma medication administration; and
 - h) any other information required by the State Board.
 - v. Email a copy of the completed ISBE Undesignated Asthma Medication Report Form to CCDPH at CCDPHUndesignatedMedication@cookcountyhhs.org.
 - j. At any time, the school nurse or trained personnel may go the ISBE website for further information <https://www.isbe.net/Pages/School-Nursing.aspx>
4. CCDPH staff will review the Request for Asthma Medications and Standing Order for Administration form to ensure its completion.
 4. CCDPH staff will forward the completed form to the CCDPH COO or designee, who must be a licensed physician.
 5. CCDPH COO or designees will sign the Prescription and Standing Order forms and return them to CCDPH staff.
 6. CCDPH staff will email the signed Prescription and Standing Order to the school, while keeping a copy for CCDPH records and tracking purposes.



Resources

Illinois State Board of Education – School Nursing

<https://www.isbe.net/Pages/School-Nursing.aspx>

Illinois State Board of Education Asthma Episode Emergency Response Protocol

<https://www.isbe.net/Documents/asthma-response-protocol.pdf>

Illinois State Board of Education Undesignated Asthma Medication Report Form

<http://web.isbe.net/cn/abb4/AsthmaMedication>

Sample Asthma Action Plan

https://www.isbe.net/Documents/sample_asthma_plan.pdf

Implementation Guidance for Quick-Relief Stock Asthma Medication

<https://resphealth.org/wp-content/uploads/2021/10/Stock-Albuterol-Schools-Toolkit.pdf>

Illinois Public Act 103-0196

<https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=103-0196>

Illinois School Code (105 ILCS 5/22-30)

<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K22-30>