



CCDPH Procedure for Responding to Requests for Undesignated Epinephrine Auto-Injectors

1. The form for requesting a Prescription for Undesignated Epinephrine Auto-Injectors for School Use and a Signed Standing Order for the Administration of School Supplied (Undesignated) Epinephrine Auto-Injectors 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 epinephrine auto-injectors 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. "Epinephrine auto-injector" means an auto-injector approved by the United States Food and Drug Administration for the administration of epinephrine and a pre-filled syringe approved by the United States Food and Drug Administration and used for the administration of epinephrine that contains a pre-measured dose of epinephrine that is equivalent to the dosages used in an auto-injector.
 - b. According to [Illinois School Code \(105 ILCS 5/22-30\)](#), school nurses and trained personnel are authorized to administer an undersigned epinephrine auto-injector
 - 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 the signs and symptoms of an allergic reaction, including anaphylaxis;
 - b) how to administer an epinephrine auto-injector;
 - c) a test demonstrating competency of the knowledge required to recognize anaphylaxis and administer an epinephrine auto-injector;
 - d) a review of the high-risk areas within the school and its related facilities;
 - e) steps to take to prevent exposure to allergens;
 - f) emergency follow-up procedures;
 - g) how to respond to a student with a known allergy, as well as a student with a previously unknown allergy;



- h) where the undesignated epinephrine auto-injectors are stored and how to access them;
 - i) the method by which the school nurse or trained personnel will be notified of an incident that could require the administration of an undesignated epinephrine auto-injector;
 - j) the school's written plan to prevent exposure to allergens; and
 - k) the process for administering the specific undesignated epinephrine auto-injector devices 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 epinephrine auto-injectors 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 allergies and anaphylaxis, who holds CPR and AED certifications, and who possesses skill in administering or demonstrating the use of epinephrine auto-injectors, 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 via 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. Epinephrine auto-injectors 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 epinephrine auto-injector. The school nurse and trained personnel may carry an undersigned epinephrine auto-injector on his or her person while in school or at a school-sponsored activity.
 - e. Epinephrine auto-injectors 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 administration of an epinephrine auto-injector. 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 epinephrine under any circumstances. The school nurse and trained personnel will be provided with the names of any students who should not be administered epinephrine.
- h. Mylan Pharmaceuticals has previously agreed to provide free epinephrine auto (Epi-Pen) to all schools that have a standing order for this emergency drug. The program requirements are: 1) school must have a doctor's order for the use of this drug and 2) a representative of the school or district must sign the order form. The instructions and order forms can be accessed at www.epipen4schools.com
- i. When an undesignated epinephrine auto-injector is administered, the following notifications must occur:
 - i. Immediately – emergency medical services (EMS)
 - ii. Immediately – the student's parent, guardian, or emergency contact
 - iii. Within 3 days – Schools are required to complete the [Illinois State Board of Education Undesignated Epinephrine Report Form](#) within 3 days after the administration of any undesignated epinephrine in accordance with [Illinois School Code \(105 ILCS 5/22-30\)](#).
 - 1) Schools must report to ISBE the following information:
 - a) age and type of person receiving epinephrine (student, staff, visitor);
 - b) any previously known diagnosis of a severe allergy;
 - c) trigger that precipitated allergic episode;
 - d) location where symptoms developed;
 - e) number of doses administered;
 - f) type of person administering epinephrine (school nurse, trained personnel, student); and
 - g) any other information required by the State Board.
 - iv. Email a copy of the completed ISBE Undesignated Epinephrine Report Form to CCDPH at CCDPHUndesignatedMedication@cookcountyhhs.org.



- j. Each school shall develop a written plan to reduce the risk of accidental exposure to allergens that addresses, at a minimum, lunchroom safeguards, classrooms food policies, and identifications of areas of the playground that are known concerns, such as those with insect colonies. This is not required if the school has addressed reducing the risk of accidental exposure to allergens in the plan adopted pursuant to Section 2-3.149 (b) of the School Code [105 ILCS 5/2-3.149 (b)].
- k. 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 Epinephrine Auto-Injectors and Standing Order for Administration form to ensure its completion.
5. CCDPH staff will forward the completed form to the CCDPH COO or designee, who must be a licensed physician.
6. CCDPH COO or designees will sign the Prescription and Standing Order forms and return them to CCDPH staff.
7. 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 Undesignated Epinephrine Report Form
<http://web.isbe.net/isbenet-abb4l/pages/udogsabdee2c5aanojskg.html?PageId=48203ab8c306ed1182e4000d3a3b24fa>

ISBE Model Anaphylaxis Response Policy for Illinois Schools
<https://www.isbe.net/Documents/Anaphylactic-policy.pdf>

FARE Epinephrine Auto-Injectors Training page
<https://www.foodallergy.org/our-initiatives/education-programs-training/fare-training-food-allergy-academy/recognizing>

CDC Toolkit for Managing Food Allergies in Schools
<https://www.cdc.gov/healthyschools/foodallergies/index.htm>

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>