

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

EMERGENCY MEDICATION ADMINISTRATION

According to State Legislature guidelines, Clarksville-Montgomery County School System trains non-licensed personnel to administer Epi-pens, Glucagon, medications to treat and control adrenal insufficiency and Diastat in emergency situations when medically licensed personnel are not available. Epi-Pen and Glucagon training is conducted by a school nurse, employed by CMCSS, and is given to employees who volunteer to be trained. Diastat training must be conducted by the District Registered Nurse and is given to employees that volunteer to be trained and are CPR certified. Adrenal insufficiency training is provided by the District Registered Nurse to employees that volunteer and have responsibility for a student with the diagnosis of adrenal insufficiency. Training must be renewed annually. All volunteers trained to administer diastat shall also be trained in cardiopulmonary resuscitation (CPR). Documentation of the training will be kept in the district registered nurse’s office.

For this policy, an emergency is defined as a student having an anaphylactic reaction to a substance, an unconscious student, a student with blood sugar reading below what is stated on physician orders for Glucagon, and/or a student with seizures lasting greater than 5 minutes or as stated in physician orders for diastat. Epi-pen, glucagon, and diastat will be administered according to doctor orders and the student’s Individual Healthcare Plan.

Associated Documents: T.C.A. 49-5-415 and 68-140-510
 Glucagon Administration Guidelines [HEA-G003](#)
 Medication Administration Skills Checklist [HEA-F094](#)
 Anti-Seizure Emergency Medication Administration Guidelines HEA-G004
 Epinephrine Administration Guidelines available at <http://www.epipen.com/How-to-Use-EpiPen>

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/14/06		Initial Release
4/02/09	A	Add last sentence in first paragraph and HEA-F068 under Associated Documents
3/8/10	B	Change title to “Emergency Medication Administration”, include epi-pens or glucagon, change verbiage for definition of emergency, revise Associated Documents section.
2/21/11	C	Add “student’s Individual Healthcare Plan” to second paragraph.
4/9/12	D	Add “Diastat” and “All volunteers...”. Delete “training guide” and add “administration guidelines”
9/17/12	E	Update Associated Documents: Delete Form HEA-F088, Add Guide HEA-G004, change nurse supervisor to district registered nurse.
6/24/13	F	Delete Epi-Pen and Anti-Seizure administration guideline; Add external guidelines
8/11/14	G	Added HEA-G004 and removed external link under Associated

Documents

4/1/15		Reviewed, no changes
5/9/16	H	Added Epi-Pen and Glucagon training and clarified who conducts Diastat training.
7/23/18	I	Para. 1, added "medications to treat and control adrenal insufficiency" and "Adrenal insufficiency training is provided by the District Registered Nurse to employees that volunteer and have responsibility for a student with the diagnosis of adrenal insufficiency".

***** End of Policy *****