



## **ADRENAL INSUFFICIENCY/ADRENAL CRISIS PROCEDURE (HEA-P009)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for emergency management of a student experiencing adrenal crisis.

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

### **2.0 RESPONSIBILITY:**

- 2.1 School Nurse
- 2.2 District Registered Nurse
- 2.3 Safety and Health Manager

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Safety and Health Director

### **4.0 DEFINITIONS:**

- 4.1 Adrenal crisis - means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as: severe pain in the lower back, abdomen, or legs, vomiting, diarrhea, dehydration, low blood pressure, or loss of consciousness.
- 4.2 Adrenal insufficiency - means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones.
- 4.3 IHP - means Individualized Healthcare Plan.
- 4.4 Nurse practitioner - means a nurse practitioner licensed under T.C.A. title 63, chapter 7.
- 4.5 Physician - means a physician licensed under T.C.A. title 63, chapter 6 or 9.
- 4.6 School personnel - means any person employed by a Local Education Agency (LEA).

### **5.0 TRAINING**

- 5.1 Immediately following notification to the school nurse by a parent or guardian that a student has adrenal insufficiency, the school nurse shall notify the District Registered Nurse so that training for school personnel who will be responsible for the administration of the medication for the treatment of adrenal crisis may be completed.
- 5.2 Trained personnel shall be available to each student identified as having adrenal insufficiency whose parent or guardian has provided the medication for treatment of adrenal crisis.
- 5.3 Training on the treatment of adrenal insufficiency and adrenal crisis shall be coordinated by the District Registered Nurse and shall be conducted under the supervision of a physician or nurse practitioner.
- 5.4 Training must be repeated annually for volunteers.



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- 5.5 The training shall include, at a minimum, the following:
  - 5.5.1 General information about adrenal insufficiency and the dangers associated with adrenal insufficiency;
  - 5.5.2 Recognition of the symptoms of a person who is experiencing an adrenal crisis;
  - 5.5.3 The types of medications that are available for treating adrenal insufficiency; and
  - 5.5.4 Proper administration of medications that treat adrenal insufficiency and adrenal crisis.
- 5.6 Training shall be provided to any employees who volunteer to receive the training and to be responsible for the administration of the medication for adrenal crisis.
- 5.7 The School Nurse shall maintain a written record of all school personnel who have completed such training and training shall be documented in PLAN.
- 5.8 A person who has successfully completed training in the treatment of adrenal insufficiency and emergency medication training may possess the medication and necessary paraphernalia for administration of medication. Trained school personnel may administer the medication to the student for whom the medication is prescribed if the student is suffering an adrenal crisis when a school nurse or other licensed health care professional is not immediately available.
- 5.9 Trained school personnel shall:
  - 5.9.1 Be familiar with the IHP for each student with adrenal insufficiency in the school and become familiar with:
    - 5.9.1.1 The student's baseline activity level, attitude, and behavior.
    - 5.9.1.2 The conditions that place additional stress on the body (such as illness or injury) that may trigger an adrenal crisis.
    - 5.9.1.3 The student's past history with adrenal crisis.
    - 5.9.1.4 The medication and administration route that is prescribed to the student from his or her physician to use during an adrenal crisis.
  - 5.9.2 Understand the symptoms of adrenal crisis including unconsciousness, extreme lethargy, or nausea and vomiting.
  - 5.9.3 Understand the student's IHP, 504 Plan, Individualized Education Program, or other education plan, if applicable.
  - 5.9.4 Practice universal precautions and infection control procedures.
  - 5.9.5 Comply with all state and federal privacy laws.

## **6.0 ADMINISTRATION OF MEDICATION**



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- 6.1 If it is determined a student is suffering from an adrenal crisis and the school nurse or other licensed health care professional is not available, the trained school personnel shall:
  - 6.1.1 Instruct someone to call 911, the student's parent or guardian and the school principal.
  - 6.1.2 Administer the medication according to the authorization for medication administration and the student's IHP and wait with the student until help arrives.
  - 6.1.3 Do not leave the student unattended.
  - 6.1.4 Turn the student on his or her side and monitor the student's breathing.
  - 6.1.5 Give the empty vial to the Emergency Medical Responders when they arrive.
- 6.2 Medication shall be stored safely and in a location that is readily available and in close proximity of the student.
- 6.3 School transportation and activities such as field trips or other out-of-school functions shall be taken into account CMCSS policy regarding treatment of adrenal crisis.
- 6.4 The student's IHP team may consider allowing students to carry their own medication in certain circumstances. The IHP team shall take into account the student's age and maturity when making this determination.

### **7.0 PROCEDURE**

- 7.1 Identify students with adrenal insufficiency by student health assessment [HEA-F107](#) or parent notification.
- 7.2 Notify District Registered Nurse.
- 7.3 Physician and parent to complete Authorization for Medication Administration form [HEA-F062](#). If student is approved to self-carry medication, the provider and parent must complete that information on HEA-F062. IHP to be completed in collaboration with parent/guardian by Registered School Nurse or District Registered Nurse.
- 7.4 District Registered Nurse to schedule training for all staff that have volunteered to receive training to assist a student diagnosed with adrenal insufficiency.

### **8.0 ASSOCIATED DOCUMENTS**

- 8.1 [HEA-A007](#) Emergency Medication Administration
- 8.2 [HEA-A011](#) Medication Administration
- 8.3 [HEA-F062](#) Authorization for Medication to be taken during school hours
- 8.4 [HEA-F107](#) Student Health Assessment

### **9.0 RECORD RETENTION TABLE:**



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
HEA-F062	Clinic	Three years	Shred	Secure Building
HEA-F107	Clinic	Three years	Shred	Secure Building

**10.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/4/18		Initial Release
6/7/18	A	5.1, replaced "may be completed. All staff that have, or reasonably expect to have, responsibility for or contact with a student diagnosed with adrenal insufficiency must be trained" with "who will be responsible for the administering the medication for the treatment of adrenal crisis may be completed". Inserted 5.5 and renumbered following items. 7.5, removed "or reasonably expect to have, responsibility for or contact with" and inserted "volunteered to receive training to assist"
8/10/18	B	Added 5.3, renumbered following bullets.
7/27/21	C	Removed references to HUM-F059, which is an obsolete form.

**\* \* \* E n d o f P r o c e d u r e \* \* \***