

WACHUSETT REGIONAL SCHOOL DISTRICT EPI-PEN GUIDELINES

Objective: To provide a safe environment and establish guidelines regarding the administration of Epi-Pens to students experiencing an allergic episode.

Goal: Shared responsibility between the school, parents and the bus transportation company (AA Transportation)

School Responsibility

School Nurse:

1. Record Keeping and Coordination of Documentation
 - a. Medical Record of all students with food allergies and prescription for Epi Pens.
 - b. Picture of children in file on each bus
 - c. Updates of information on current students and new enrollments.

Classroom Teacher:

1. If student carries an EpiPen Teacher must be fully aware of where it is located
2. Communication in sub folders to classroom sub a list of students who have life threatening allergies and how best to respond in the case of an allergic reaction

Parental Responsibility

1. Documentation to School prior to start of school and anticipated bus transportation
 - a. Picture and prescription

Bus Transportation Company, AA Transportaion, Inc.

1. Coordination with School to provide safety training, including Epi Pen administration.
 - a. All bus drivers, including substitute drivers, to be trained to administer Epi Pen and the proper protocol for response to an allergic reaction.
 - b. All substitute drivers must be made aware of students with food allergies and carrying Epi Pens.
 - c. Folder containing information on food allergy students to be kept on the bus, information should include child's picture and allergy information.
2. Designate front row seats for students, if a parent requests, and wash off that seat prior to use.
3. Institute and enforce policy for no food or drinks on buses