



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Annual Epinephrine Administration Training Program for Connecticut's Unlicensed School Personnel

Trainer Guide **Revised September 2018**

Developed by the Connecticut Departments of Education and Public Health
in consultation with the Connecticut School Nurse Advisory Council

Trainer Preparation

- Unlicensed personnel need to know and understand allergy management and anaphylaxis and how to administer epinephrine auto-injector
- Know the federal and state laws that are referenced in the Training Program
- Become familiar with your school policies and procedures regarding medication administration and emergency epinephrine administration by unlicensed school personnel



Trainer Preparation

- School Nurses (Registered Nurses)
- School Medical Advisors



Planning the Training

- Talk to your school administrator to discuss importance of epinephrine auto-injector administration
- Identify which staff members will be trained (volunteers)
- Schedule training times that are convenient for school staff
- Reserve appropriately sized room where everyone can see the PowerPoint presentation
- Reserve appropriate equipment for the presentation (e.g., laptop, LCD)



Planning the Training

- Review and become familiar with all resources and references included in the Annual Training Program
- Practice the presentation
- Make sufficient copies of the handouts at least 24 hours prior to the presentation date
- Obtain demonstration training materials, for example
 - Epi-pen[®]
 - Auvi-Q[®]



Present

- Set up presentation room at least 1 hour before start time
- Have appropriate handouts and sign in sheets available
- Have participants sign in and out to document they have been trained
- Allow time for questions and answers
- If there are questions you cannot readily answer, tell participants you will get back to them with the answer
- Allow time for “return demonstration” of the epinephrine auto-injector
- Start on time and end on time!

*Be confident and enjoy yourself...
you are the health expert!*



After the Presentation

Provide your contact information for

- follow-up
- additional questions
- additional practice time with the demonstration epinephrine auto-injector



References

- Administration of Epinephrine Auto-injectors (California Department of Education)
<http://www.cde.ca.gov/ls/he/hn/epiadmin.asp>
- Reducing the Risk of Exposure to Food Allergens: Recommendations from the Centers for Disease Control and Prevention (CDC)
<https://www.foodallergy.org/sites/default/files/migrated-files/file/cdc-reducing-risk.pdf>
- Managing Food Allergies at School
<http://www.foodallergy.org/managing-food-allergies/at-school>



References, continued

- Keeping Children with Food Allergies Safe at School (CDC)
<https://www.foodallergy.org/sites/default/files/2017-09/cdc-keeping-children-safe.pdf>
- CSDE's Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease)
<http://portal.ct.gov/SDE/Publications/Managing-Life-Threatening-Food-Allergies-in-Connecticut-Schools>
- Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs (CDC)
https://www.cdc.gov/healthyyouth/foodallergies/pdf/13_243_135_a_food_allergy_web_508.pdf



References, continued

- What is a Food Allergy? (CDC's Food Allergies in School website) <http://www.cdc.gov/healthyyouth/foodallergies/>
- *Get Trained: Trainer Preparation* (National Association of School Nurses (NASN)) <https://www.nasn.org/nasn/programs/skills-training/gettrained>

