**Undesignated Epinephrine Auto-Injector (UEA) Program**

**Local Education Agency (LEA) Undesignated Epinephrine Auto-Injector Plan (Sample Template)**

**Employee trained to administer the UEAs**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Local Education Agency Undesignated Epinephrine Auto-Injector Plan (UEA Plan) is based on the *Access to Emergency Epinephrine in Schools Amendment Act of 2015* and pursuant to the authority set forth in D.C. Code § and amends the *Student Access to Treatment Act of 2007 (D.C. Code* § *38-651 et seq.*), the *State Education Office Establishment Act of 2000 (D.C. Code* § *38-2601)*, and the District *of Columbia Health Occupations Revision Act of 1985 (D.C. Code* § *3-1203 et seq.)*. Additionally, this Local Education Agency UEA Plan template is developed to provide OSSE with a detailed plan your school will take to acquire and maintain a supply of undesignated epinephrine auto-injectors (UEAs). These UEAs must be administered by a trained agent or employee of the school to an individual experiencing anaphylaxis that does not have an individual prescription. The provisions of this UEA Plan shall not apply to any parochial, private, or public school that provides education services only to adult students and does not solely provide special education services for those adult services.

Your school’s UEA Epinephrine Liaison will be receiving login information from the QuickBase Platform to upload your school’s two agents or employees’ certificates and UEA plan. Your school will be asked to provide the following information under the QuickBase Platform: (1) Compliance of the Access to Emergency Epinephrine in Schools Amendment Act of 2015 and (2) Reporting and Restocking.

Please note that this document is a template/sample for use. LEAs should coordinate with each campus on policies and procedures they will take (that is unique to each campus) while complying with the Rules and Regulations of OSSE. Please visit this [page](http://osse.dc.gov/publication/access-emergency-epinephrine-schools-amendment-act-2015) for more information on the program. A copy of your LEA Undesignated Epinephrine Auto-Injector Plan should be available near where the UEAs are stored.

Please complete the form below and upload onto the OSSE QuickBase Platform. You should have received information from the QuickBase Platform to upload your school’s two agents or employees’ certificates and UEA plan. Please contact [OSSE.Epi@dc.gov](mailto:OSSE.Epi@dc.gov) if you have not received your login information.

**Local Educational Agency (LEA)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Undesignated Epinephrine Liaison**

1. Name: Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certified Undesignated Epinephrine Program Assigned Employees (2)**

1. Name: Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: Last\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Action/Area to be Addressed** | **What action will my school take?** | **Timeline** | **Person(s) Responsible (Name and Title)** | **How will my school evaluate and monitor progress?** | **Completion Date** |
| --- | --- | --- | --- | --- | --- |
| **CERTIFIED USERS OF UNDESIGNATED EPINEPHRINE AUTOINJECTORS;**  **TRAINING** | | | | | |
| **Maintaining at least two school employees who are**  **certified with an OSSE approved UEA training** | **XYZ School** will designate employees who will undergo an online and/or in-person epinephrine administration training approved by OSSE. The two individuals are the school counselor John Smith and the coach Tom Jones. | By October 30, 2016 and annually thereafter. | Jane Smith, School Principal/ Epinephrine Liaison | Provide updates on designated employees to the QuickBase platform and email [OSSE.Epi@dc.gov](mailto:OSSE.Epi@dc.gov). |  |
| **ADMINISTRATION OF UNDESIGNATED EPINEPHRINE AUTOINJECTORS** | | | | | |
| **Posting resources detailing emergency response information** | XYZ School will disseminate resource on possible anaphylactic symptoms to teachers and post around awareness flyers in school(s) that focus on what to do in case of an emergency. Each school shall also disseminate an information letter to Guardians/Parents. | Ongoing | Jane Smith, School Principal/ Epinephrine Liaison | Each semester update the content of the flyers if needed. |  |
| **STORAGE, AND MAINTENANCE OF UNDESIGNATED EPINEPHRINE**  **AUTO-INJECTORS** | | | | | |
| **Monitor, restock and dispose of UEAs in the proper manner** | XYZ School’s point of contact (POC) will check the supply of the EpiPens on a monthly basis and maintain a monthly log with the following:  1) The date the undesignated epinephrine auto-injector was received from OSSE or OSSE’s authorized designee;  (2) The expiration date of the undesignated epinephrine auto-injector;  (3) Where the undesignated epinephrine auto-injector is stored on the public school premises;  (4) Any visualized particles or color change in the solution;  (5) The date and manner of disposition of each undesignated epinephrine  auto-injector, if applicable;  (6) The date an undesignated epinephrine auto-injector was used, if  applicable; and  (7) The date a replacement undesignated epinephrine auto-injector was requested of OSSE or OSSE’s authorized designee. | Ongoing throughout the school year with bi-weekly/quarterly check-ins on supplies. | Jane Smith, School Principal/ Epinephrine Liaison | Provide information on QuickBase platform AND maintain check log (i.e. calendar notification, notebook, etc.) |  |
| **Where and how UEAs will be stored** | XYZ School will obtain an EpiLocker to store the UEA. This will be stored at the school’s **[insert location].** | Ongoing throughout the school year | Jane Smith, School Principal/ Epinephrine Liaison | Provide information on QuickBase platform |  |
| **How and when the UEAs will be inspected for an expiration date that has not passed, and how that will be recorded** | XYZ School will maintain a check-in log with the POC indicating that the pens were checked for the expiration date; and will inform OSSE as soon as reasonably possible to ensure delivery of new UEAs. | 30-60 days prior to expiration of pen | Jane Smith, School Principal/ Epinephrine Liaison | Maintain check-in log (i.e. calendar notification, notebook, etc.) |  |
| **DISPOSAL OF UNDESIGNATED EPINEPHRINE AUTO-INJECTORS** | | | | | |
| **Maintain records regarding the procurement, distribution, and disposition of the UEAs for 3 years** | XYZ School shall dispose of a unused, and expired undesignated epinephrine  auto-injector as infectious waste in accordance with 22-B DCMR § 502 (Disposal of Unused Pharmaceuticals). At XYZ school, the unused, and expired undesignated epinephrine  auto-injector will be placed in a Sharps Container/ Biohazard Needle Disposal Box which is located in the nurse suite in room 208. The materials are collected and disposed of by DC Vendor, Inc. weekly.  XYZ School will indicate on the QuickBase platform dates and times of when UEA was received, used and disposed of. | Ongoing throughout the school year | Jane Smith, School Principal/ Epinephrine Liaison | Provide information on QuickBase platform and maintain check log (i.e. calendar notification, notebook on-site, etc.) |  |
| **Replacing UEAs** **that is nearing its expiration date or if one has been administered.** | XYZ School will contact OSSE upon usage or before expiration date to request additional UEAs. | Upon use; or 30-60 days prior to expiration of pen | Jane Smith, School Principal/ Epinephrine Liaison | Maintain check-in log (i.e. calendar notification, notebook, etc.) |  |