



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OSSE Distribution Plan for Additional Undesignated Epinephrine Auto-Injectors

Division of Health & Wellness

OSSE Distribution Plan for Additional Undesignated Epinephrine Auto-Injectors

Background

In Fiscal Year 2016, in accordance with DC Official Code §38-651.04a(b)(1) Student access to epinephrine, the Department of Health secured a standing order, signed by a physician licensed to practice in the District of Columbia, to permit local public and public charter schools to administer undesignated epinephrine auto-injectors (UEAs) in emergency circumstances.

Under this legislation, each school is required to maintain, at all times, no fewer than two unexpired UEAs, and ensure that each school has at least two certified employees or agents who are available to administer a UEA during all hours of the school day in case of an anaphylactic emergency. The Office of the State Superintendent of Education (OSSE) coordinates the ordering of injectors, offers required training, and further supports Local Education Agencies (LEAs) in meeting the requirements of the law including, under certain circumstances, the ordering of UEAs.

In certain circumstances, schools are also eligible to purchase additional UEAs. This document outlines policies and procedures for ordering additional UEAs.

Purchase of Additional Undesignated Auto-Injectors

According to D.C. Act 21-527 § 1103.4, schools may request additional undesignated epinephrine auto-injectors (UEAs) from OSSE, but the school shall be responsible for the cost of any additional undesignated auto-injectors.

A public school may request additional UEAs from OSSE:

1. If the school's policy is such that their normal processes require frequent and regular field trips away from campus with a UEA in their possession
 - o Please note: OSSE-approved certified personnel **MUST** be in attendance on field trips in which UEAs are brought along.
2. If the school's campus contains multiple buildings and athletic facilities where efficient travel to retrieve a UEA in an emergency will be impeded by the distance
3. If a school's student count is higher than average for the square footage of the building itself, where a greater ratio of students are likely to need UEAs
4. If a school misplaced or damaged their initial order of UEAs and must replace them to remain in compliance

Instructions to Purchase Additional Undesignated Auto-Injectors

This section provides an overview of the processes that LEAs shall take to facilitate the purchase of additional UEAs in the circumstances outlined above.

1. Any school requesting additional UEAs **must have their liaison upload** to [QuickBase](#) their school's updated UEA plan including an additional section clearly stating the intended use for the additional UEAs. The section must include the following:
 - a) Perceived need for the additional UEAs with a detailed explanation of probable and projected scenarios that warrant having additional UEAs
 - b) Proposed storage location of additional UEAs, including all likely locations if additional UEAs will be moved frequently (The liaison will be responsible for the oversight and monthly logs of UEAs that are frequently moved or stored in special locations.)
2. The liaison must then [complete the request in QuickBase](#). QuickBase will notify the OSSE team when an application has been submitted for consideration.
3. An OSSE agent will review the application and reach out to the epinephrine liaison if additional information or further clarification is needed. Once the order is placed, the OSSE agent will contact the liaison via email with the order number.