



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
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To: School Nurses
From: School Health Services
Date: August 2023
Subject: **Reporting Forms for Epi-pen Administration FY 2023**

REPORT OF EPI-PEN ADMINISTRATION

Regulations Governing the Administration of Prescription Medications in Public and Private Schools (105 CMR 210.000) require schools to submit a written report to the Department of Public Health each time epinephrine is administered to a student or staff, on a form obtained from the Department. The reports are reviewed as part of a continuous quality improvement program for the School Health Unit.

The MDPH issues a data health brief which documents the epidemiology of epinephrine administration for the treatment of life-threatening allergic reactions or anaphylaxis in Massachusetts schools. The American Academy of Allergy, Asthma and Immunology defines anaphylaxis as a collection of symptoms affecting multiple systems in the body. Common signs and symptoms may be a combination of hives, swelling (of any body parts), stomach cramps, throat tightness or closing, difficulty breathing, faintness or loss of consciousness and others. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

INSTRUCTIONS

THE REPORT MUST BE COMPLETED ONLINE USING THE LINK PROVIDED BELOW. NO PAPER PRINTOUTS OR ELECTRONIC COMPUTER FILES WILL BE ACCEPTED. To access the online form, copy the entire line below and paste it into the Address Bar of your web browser, then press the Enter key:

<https://redcap.link/EpinephrineAdministration>

THIS FORM (AND THE LINK) WILL CHANGE EVERY SCHOOL YEAR. PLEASE BE SURE TO USE THE LINK TO THE CURRENT FORM.

Please do not include any names, dates of birth, or other details in this form that might permit someone to identify the person receiving the epinephrine.

* Questions with an asterisk (*) are required. You must complete them in order to submit the form.

CAN I BEGIN TO ENTER DATA AND FINISH THE REPORT AT A LATER DATE?

Yes, but only if you click "Save and Return Later" before you stop or pause entering data. It is best to complete the report in one session, however. **PLEASE HAVE ALL OF THE INFORMATION NECESSARY TO COMPLETE THE REPORT AVAILABLE BEFORE YOU BEGIN DATA ENTRY.** If you click "Submit" instead of "Save and Return Later", it may not be possible to re-open or edit the report later.

In order to save your data and return to it later for editing, use this procedure:

- a) Click the " Save and Return Later" button at the bottom of the page (Do not click "Submit"), and
- b) Follow the instructions on the screen that pops up to send the Survey Link to your email address. If you need to edit your report later but do not have the Survey Link and have not bookmarked the page, then you will not be able to edit your report and you will need to re-submit the report and re-enter all of your data. When we receive more than 1 report for the same incident, we save only the more recently submitted report and discard any earlier reports.

HOW CAN I BE SURE THAT MY REPORT WAS TRANSMITTED PROPERLY?

Complete ALL pages of the form. On the bottom of each page, click "Next Page" to transmit the data on that page. On the last page, submit the form by clicking "Submit".

TO SAVE A COPY OF THIS REPORT (for your records):

Print a paper copy of each page of the online form after you enter data but before you go to the next page. To do this, right-click and select "Print" and select the printer. Please do this before you click the "Submit" button on the last page since you may not be able to access your report after you click "Submit" on the last page.

To print a blank copy of the form: Just print a copy of each web page before you enter data for that page.

TO SAVE AN ELECTRONIC COPY OF THIS REPORT (for your records)

Copy each page into a Microsoft Word document and save the Word document. To do this: On

the first page of the form, go to the Edit menu and choose "Select all" (or press Control plus "a"), then from the Edit menu choose "Copy" (or press Control plus "c") then paste this into a Word document. Repeat the "copy and paste" for each page of the online form, pasting each page just after the end of the prior section. Then save the Word document as usual.

TO SUBMIT ADDITIONAL REPORTS

If you need to submit more than 1 report, just use the link to the online form provided in the instructions above. A blank copy of the form should appear every time this link is used.

FOR MORE INFORMATION ABOUT EPINEPHRINE ADMINISTRATION IN MASSACHUSETTS SCHOOLS

More information is available on this website: www.mass.gov/dph/fch/schoolhealth

IF YOU HAVE QUESTIONS

For clinical technical assistance regarding the administration of epinephrine, please contact your MDPH School Health Advisor. For technical assistance regarding submission of this form, please send an e-mail to DPH_ESHS_data@dph.state.ma.us and copy Kathrine.A.Mansfield@mass.gov.