

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (MDPH)
SCHOOL HEALTH UNIT AND CONTROLLED SUBSTANCE REGISTRATION
APPLICATION
TO TRAIN UNLICENSED SCHOOL PERSONNEL TO ADMINISTER
EPINEPHRINE VIA AUTO-INJECTOR IN A LIFE-THREATENING SITUATION
TO THOSE INDIVIDUALS WITH A PRESCRIPTION.**

School/School District: _____

Address: _____
(Street) (City/Town) (State) (Zip Code)

NEW RENEWAL MCSR # _____ Exp. Date _____
(if applicable)

A school or school district may register with the Massachusetts Department of Public (MDPH) School Health Unit (SHU) for the limited purpose of permitting unlicensed personnel to administer epinephrine (by auto injector) to individuals with a *diagnosed* life-threatening allergic condition provided the following conditions are met as defined in 105 CMR 210.100:

1. After completing this application the school/school district will be provided with a Massachusetts Controlled Substance Registration (MCSR) from the MDPH Drug Control Program (DCP). Registration will be valid for one calendar year (365 days) from the date of the MCSR approval. The training of unlicensed personnel cannot occur without registration with MDPH SHU.
2. The school committee or chief administrative officer of a school district or school has approved policies governing the administration of epinephrine via auto-injector.
3. The school committee or chief administrative officer of a school district or school assures that sufficient school nurses are available to provide proper oversight of the program.
4. In consultation with the school physician, the Medication Manager (RN) has final decision-making authority about the program and selects the unlicensed personnel authorized to administer epinephrine in a life-threatening situation when a School Nurse (RN) is not immediately available.
5. The unlicensed school personnel authorized to administer epinephrine are trained by a physician or School Nurse (RN) and are tested for competency, in accordance with standards and a curriculum established by the MDPH, as outlined in the [Comprehensive School Health Manual](#). The School Nurse (RN) documents the training and testing of the competency.
6. The School Nurse (RN) provides a training review and informational update for unlicensed personnel at least twice a year.
7. The school maintains a list of unlicensed school personnel authorized and trained to administer epinephrine in an emergency when a School Nurse (RN) is not immediately available. This list must be provided to parents upon request.
8. Epinephrine is administered only in accordance with a written medication administration plan developed by the School Nurse (RN), satisfying the requirements of 105 CMR 210.005 (E) and 210.009 (A) (6) and updated annually, which includes the following:
 - (a) diagnosis by a physician that the student is at high risk for a life-threatening allergic reaction, and a medication order containing indications for administration of epinephrine;
 - (b) written authorization by a parent or guardian;

- (c) home and emergency phone number(s) for the parent/guardian, as well as the name(s) and phone number(s) of any other person(s) to be notified if parents/guardians are unavailable;
 - (d) names of school personnel who have received training in administration of epinephrine by auto-injector;
 - (e) identification of places where the epinephrine is to be stored, following consideration of the need for storage at places where the student may be most at risk. The epinephrine may be stored at more than one location or carried by the student when appropriate;
 - (f) consideration of the ways and places epinephrine can be stored so as to limit access to appropriate persons, which shall not require the epinephrine to be kept under lock and key;
 - (g) plan for risk reduction for the student, including a plan for teaching self-management, when appropriate.
9. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (generally 911) followed by notification of the School Nurse (RN), student's parents/guardians (or, if the parents/guardians are not available, any other designated person(s)), and the student's physician.
10. There are written procedures, in accordance with any standards established by the MDPH, for
- (a) proper storage, handling, and disposal of the epinephrine;
 - (b) development of the medication administration plan;
 - (c) documentation of administration;
 - (d) notification of administration;
 - (e) recording receipt and return of the medication by the School Nurse (RN);
 - (f) reporting medication errors;
 - (g) reviewing any incident involving administration of epinephrine to determine the adequacy of the response and to consider ways of reducing risks for the student and the student body in general; and
 - (h) planning and working with the emergency medical system to ensure the fastest possible response.

I certify that I have read and agree to the above and all requirements under 105 CMR 210.100 pertaining to the administration of epinephrine and that the information provided in this application is accurate.

Medication Manager (RN)	(Signature/Credentials)	Date	Medication Manager (RN) (Please Print)
Telephone Number	E-mail address		
School Physician (MD)	(Signature/Credentials)	Date	School Physician (MD) (Please Print)
Superintendent of Schools or Administrator of School	(Signature)	Date	Superintendent of Schools or Administrator of School (Please Print)
Chair, School Committee or Chair, Board of Trustees	(Signature)	Date	Chair, School Committee or Chair, Board of Trustees (Please Print)