General Use Epinephrine Program

2024/2025 School Year

Key Updates



Archdiocese of Baltimore

Department of Catholic Schools

Office of Risk Management

General Use Epinephrine Policy and Procedure Updates

2024/2025 School Year

1. A few additions to the document this year.
	1. **Training for All Staff Members** was updated to ADD training related to environmental allergens/exposures in addition to food allergies.
	2. **Page 6 Follow-up Protocol** was updated to include the process of reordering pens ASAP after an administered event. Furthermore, alerting the school community when the pens are unavailable due to stock limitations, etc. was added.
	3. **Appendix D** was updated to add to the listing of common symptoms associated with anaphylaxis: Vomiting and Diarrhea.
	4. **Appendix I** sample alert memo “Temporarily without Epi Pen Supply” added

Please take the time to **review the document in full**, particularly the medical portions to re-familiarize yourselves with the program.

1. **NEW** this year is the addition of alerting your school parents when the epi pens are not available. As it states on page 2 of the program document, notice that the pens are available should be placed in the parent handbook (**please take the time to confirm this notice is in the parent handbook**). If the school is without a pen, this too needs to be communicated. Schools must send a notice home to parents until such time the pens are restocked so parents understand they are presently unavailable. This has been inserted into the program document under Follow-up Protocol, Sample Memo Appendix I.
2. If your school is in need of a Medical Director and the needed prescription in order to secure the general use epinephrine pens, please reach out to Lori Lewman, Regional Sales Manager of Rescue One Training for Life, Inc. Her e-mail address is llewman@rescue-one.com. The charge for this service continues to be $50.
	1. You no longer need to submit the completed enrollment packet to Rescue-One to request their Rx and participation. Please just contact Lori Lewman (llewman@rescue-one.com) and provide your school name, address and Nurse contact info to request the Medical Prescription Certificate. Risk Management has agreed with Rescue One Training for Life, Inc. that it is no longer necessary for their folks at Rescue One to sign the Epi Pen policy document to help expedite the process.

**Important Note:** you will still need to forward the completed enrollment packet with Rescue-One being named as the Medical Director to the Office of Risk Management along with a copy of the Medical Prescription Certificate from Rescue-One to confirm their authorization. We will accept this without the previously required signatures on the designated section of the enrollment packet from Rescue-One.

1. Relative to ordering of your supplies, you should order your supplies as soon as you have the prescription with which to secure the general use pens. Free pens are available through the [EpiPen4Schools](https://www.epipen4schools.com/) website. Additionally, they offer Free replenishment product in the event that the free supply is used to respond to a life-threatening allergic emergency. (additional resources can be found on the Risk Management website) It is important that you monitor the expiration dates of your supply on hand and re-order 3-4 months in advance of running out. We have experienced significant delays in delivery when waiting until August to order for the school year. Plan ahead.
	1. Schools should budget $500.00 a year to fund pens when one is deployed so it can be replaced immediately and not wait until the program that offers them for free can ship them out.
2. Once you have the completed form, please proceed with sending the document to the Office of Risk Management for issuance of the evidence of insurance to protect your volunteer medical director. Keep in mind if you are using Rescue-One, no certificate of insurance will be provided, as they provide their own insurance given they are paid a fee. However, we still need you to submit the completed documents even if you are using Rescue-One so we can register your school into the program.
3. For those schools that are independents and therefore not in the Archdiocesan insurance program, you are free to use our plan documents. Please just keep in mind as an independent school, any agreement to provide insurance protection to your medical director, should they be a volunteer, must be worked out between the school and your insurance broker.
4. Lastly, once you have **completed and submitted** your plan document to Risk Management, you should immediately make the general use pens available. In prior years, I have stated that no pens were to be made available till you received back the certificate of insurance and sign off on your program. There is no need to delay. Proceed with making the pens available. **However, please do not allow the pens to be made available until such time as your school has at least submitted your plan.** Allowing the use of the pens prior to submitting your plans will result in voiding the insurance coverage for your medical director.