

EpiPen Policy

1. Purpose:

This policy aims to ensure the prompt and appropriate administration of epinephrine auto-injectors (EpiPens) to students experiencing severe allergic reactions (anaphylaxis) while on school premises or during school-sponsored activities. It outlines procedures for the storage, accessibility, and administration of EpiPens by trained school personnel to safeguard the health and well-being of students with known severe allergies.

2. Scope:

This policy applies to all students enrolled at Holland International School who have been prescribed EpiPens for the management of severe allergic reactions.

3. Storage and Accessibility:

- EpiPens will be stored in designated locations throughout the school premises, easily accessible to trained school personnel.
- All students enrolled at Holland International School with a prescribed EpiPen must have 2 EpiPens in school at all times.
- Additional EpiPens may be kept in first aid kits located in classrooms, the school nurse's office, and other high-traffic areas.
- EpiPens will be stored in their original packaging at room temperature, away from direct sunlight and heat sources.
- EpiPens will be checked every term for expiry date by the Health Coordinator, it is the parent's responsibility to ensure two in-date EpiPens are in school at all times.
- EpiPens must be brought into school on the first day of term and sent home with the child on the last day of term.
- If EpiPens are expired or missing, the child cannot come into school until new EpiPens are provided.

4. Training:

- Designated school personnel, including teachers, administrators, and support staff, will receive training in the recognition of anaphylaxis symptoms and the proper administration of EpiPens.

- Training will be provided by qualified healthcare professionals and conducted regularly to ensure that staff members are prepared to respond effectively to allergic emergencies.

5. Administration:

- Trained school personnel may administer EpiPens to students experiencing symptoms of anaphylaxis in accordance with the student's individualized emergency action plan.
- If a student self-administers an EpiPen, trained personnel will still be responsible for providing assistance and contacting emergency services.
- Parents/guardians will be notified immediately following the administration of an EpiPen and emergency services must be contacted.

6. Emergency Procedures:

- In the event of a severe allergic reaction requiring the administration of an EpiPen, school staff will follow established emergency protocols and contact emergency services without delay.
- Emergency contact information for students with known severe allergies will be kept on file and easily accessible to school personnel at all times.

7. Documentation:

- All incidents involving the administration of EpiPens will be documented promptly and accurately, including the date, time, dosage, and any observed side effects or adverse reactions.
- Documentation will be maintained in confidential student health records and shared with parents/guardians and healthcare providers as necessary.

8. Review and Revision:

- This EpiPen policy will be reviewed annually and revised as necessary to reflect changes in legislation, best practices, or the needs of the school community.
- Feedback from parents/guardians, healthcare providers, and school staff will be solicited to ensure that the policy remains relevant and effective.



By adhering to this EpiPen policy, Holland International School is committed to promoting a safe and inclusive environment where students with severe allergies can thrive academically and socially.

Charlotte Court
Health Coordinator