

		SUBJECT	
		<b>ADMINISTRATION OF EPINEPHRINE AUTO-INJECTOR POLICY</b>	
DATE ISSUED <b>01/26/2023</b>	DATE REVISED		NOVA POLICY #
ISSUED BY	REVIEWED BY	APPROVED BY <b>NOVA BOARD</b>	COA POLICY #

SUBJECT

Administration of Epinephrine Auto-Injector Policy

POLICY STATEMENT

The Board of Directors of NOVA Academy Early College High School (“NOVA” or the “Charter School”) hereby adopts this policy governing the administration of epinephrine auto-injectors (“EpiPen”) at each NOVA school. It is imperative that best practices are followed in the administration of medication and carefully delineated to ensure the safety of our students and the legal protection of our employees.

The trained personnel who have volunteered may use an EpiPen to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Charter School will ensure it has the appropriate type of EpiPen on each site to meet the needs of its students. The Head of School/Principal at NOVA shall obtain from an authorizing physician or surgeon a prescription for epinephrine auto-injectors that, at a minimum, includes one regular epinephrine auto-injector for each campus. NOVA will ensure staff properly store, maintain, and restock the EpiPens as needed.

Charter School will ensure any Charter School personnel who volunteer are appropriately trained regarding the storage and emergency use of an EpiPen. Adequate training shall include all of the following:

1. Techniques for recognizing symptoms of anaphylaxis.

2. Standards and procedures for the storage, restocking, and emergency use of EpiPens.
3. Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the student's parent(s)/guardian(s) and physician.
4. Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
5. Instruction on how to determine whether to use an adult EpiPen or a EpiPen, which shall include consideration of a student's grade level or age as a guideline of equivalency for the appropriate student weight determination.
6. Written materials covering the information required pursuant to the training.

NOVA will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

NOVA shall ensure that each NOVA employee who volunteers will be provided defense and indemnification by NOVA for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code.