Annual Epinephrine Administration Training Program for Connecticut’s Unlicensed School Personnel

Trainer Guide
Revised September 2018

Developed by the Connecticut Departments of Education and Public Health in consultation with the Connecticut School Nurse Advisory Council
Trainer Preparation

• Unlicensed personnel need to know and understand allergy management and anaphylaxis and how to administer epinephrine auto-injector

• Know the federal and state laws that are referenced in the Training Program

• Become familiar with your school policies and procedures regarding medication administration and emergency epinephrine administration by unlicensed school personnel
Trainer Preparation

- School Nurses (Registered Nurses)
- School Medical Advisors
Planning the Training

• Talk to your school administrator to discuss importance of epinephrine auto-injector administration
• Identify which staff members will be trained (volunteers)
• Schedule training times that are convenient for school staff
• Reserve appropriately sized room where everyone can see the PowerPoint presentation
• Reserve appropriate equipment for the presentation (e.g., laptop, LCD)
Planning the Training

• Review and become familiar with all resources and references included in the Annual Training Program
• Practice the presentation
• Make sufficient copies of the handouts at least 24 hours prior to the presentation date
• Obtain demonstration training materials, for example
  • Epi-pen®
  • Auvi-Q®
Present

• Set up presentation room at least 1 hour before start time
• Have appropriate handouts and sign in sheets available
• Have participants sign in and out to document they have been trained
• Allow time for questions and answers
• If there are questions you cannot readily answer, tell participants you will get back to them with the answer
• Allow time for “return demonstration” of the epinephrine auto-injector
• Start on time and end on time!

*Be confident and enjoy yourself... you are the health expert!*
After the Presentation

Provide your contact information for

• follow-up
• additional questions
• additional practice time with the demonstration epinephrine auto-injector
References

• Administration of Epinephrine Auto-injectors (California Department of Education)
  http://www.cde.ca.gov/ls/he/hn/epiadmin.asp

• Reducing the Risk of Exposure to Food Allergens: Recommendations from the Centers for Disease Control and Prevention (CDC)

• Managing Food Allergies at School
  http://www.foodallergy.org/managing-food-allergies/at-school
References, continued

• Keeping Children with Food Allergies Safe at School (CDC)

• CSDE’s Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease)

• Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs (CDC)
References, continued

• What is a Food Allergy? (CDC’s Food Allergies in School website) http://www.cdc.gov/healthyyouth/foodallergies/

• Get Trained: Trainer Preparation (National Association of School Nurses (NASN)) https://www.nasn.org/nasn/programs/skillstraining/gettrained