

# Minutes

## School Nurse Advisory Council

**Date:** November 18, 2014

**Time:** 8:30 a.m. – 10:30 a.m.

**Location:** SDE, 25 Industrial Park Road, Middletown, CT 06457

**Present:** Donna Kosiorowski, Gary Brochu, Elaine Erwin Matulis, Leah Hendriks, Marie Burlette, Stephanie Knutson, Steve Updegrave, Jane Walsh and Verna Bernard Jones

**Absent:** Gary Maynard

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- A. Meeting was called to order at 8:35 a.m.
  - B. Theresa Kane's replacement representing CAPSS is Mary Conway (not present). The CT Chapter of the AAP representative must be confirmed before the next meeting.
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- C. Review and Discussion of Epinephrine Training Materials continued—Stephanie Knutson and Elaine Erwin Matulis are incorporating the recommendations of SNAC into the Epinephrine Training Materials. The regulations and training materials must be submitted to State Board of Education's by 12/1/14.
  - D. Discussion on Protocols for Administration of Emergency medications—Donna Kosiorowski presented draft recommendations for Protocols for Administration of Emergency Medications. Discussion around the protocols included:
    - a. Defining what constitutes emergency medication
    - b. Formatting the protocols as a guidance document
    - c. Making the protocols generalizable to all emergency medications, but also offering specific examples for asthma, diabetes and seizure medications
    - d. The document should refer to the new Epinephrine regulations and training program
    - e. Recommending that orders for emergency meds not be accepted without an action plan.
    - f. Defining the medical advisor's role (for example—communicating with local providers regarding the need for action plans)
    - g. Basing some language on the Homebound Instruction and 504 Planning document.
  - E. Plan for resubmission of SNAC recommendations—recommendations will be resubmitted with written support of CAPSS and CAGE using the same format they were previously submitted in. The recommendations for the administration of emergency medications will be added to the previous recommendations.
  - F. Next Steps: Donna, Verna and Gayle will prepare a draft emergency medication protocols for review by the committee before the next meeting. The next meeting is scheduled for: December 16, 8:30-10:30, 25 Industrial Park Road, Middletown
  - G. The meeting adjourned at 10 a.m.
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