

On Campus Kids EpiPen and Inhaler Handling Policy

Policy Statement:

On Campus Kids After-School Enrichment is committed to ensuring the safety and well-being of all students, including those with known allergies or respiratory conditions that require the use of EpiPens or inhalers. This policy outlines the procedures and responsibilities for the care and handling of EpiPens and inhalers on campus.

1. Designated Personnel:

- Trained OCK Staff: The Program Staff shall be responsible for the administration and storage of EpiPens and inhalers, unless otherwise documented by the students parent/guardian.

2. Student Information:

- Parents/guardians must inform the program administration of any student with allergies or respiratory conditions requiring EpiPens or inhalers.
- Complete and up-to-date medical records for students requiring EpiPens or inhalers must be on file with the program.

3. Storage and Accessibility:

- EpiPens and inhalers will be stored in a secure, easily accessible location within the designated area.
- EpiPens and inhalers will be stored in their original packaging and labeled with the student's name and medical information.

4. Training:

- School personnel responsible for handling EpiPens and inhalers have received proper training in their correct usage, storage, and emergency procedures.
- Bi-annual refresher training for designated staff members will be conducted.

5. Authorization and Documentation:

- A written authorization from the student's parent/guardian must be on file, specifying the student's condition and the prescription for the EpiPen or inhaler.
- All administrations of EpiPens or inhalers must be documented, including the date, time, personnel involved, and any emergency response.

6. Emergency Response:

- In case of an allergic reaction or respiratory distress, program personnel shall immediately follow the student's emergency action plan.
- Emergency services will be called as necessary.

7. Student Self-Administration:

- Students with a demonstrated ability to self-administer EpiPens or inhalers may be allowed to carry and use them, under the supervision and approval of the program coordinator.

8. Regular Reviews:

- The school will regularly review and update this policy to ensure it aligns with best practices and any changes in applicable laws or regulations.

9. Communication:

- Parents/guardians will be informed of this policy and their responsibilities regarding the management of EpiPens and inhalers at school.

10. Confidentiality:

- All medical information related to students will be kept confidential in accordance with applicable privacy laws.

11. Compliance:

- Failure to comply with this policy may result in disciplinary action and could jeopardize the safety of students.

12. Review and Approval:

- This policy shall be reviewed annually and approved by the On Campus Kids After-School Enrichment Administration to ensure its continued effectiveness.

This policy outlines the procedures and responsibilities for handling EpiPens and inhalers at On Campus Kids. It is essential to ensure the safety and well-being of students with allergies or respiratory conditions.