



CONNECTICUT STATE DEPARTMENT OF EDUCATION

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

Trainer Guide

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 times for training that is convenient for school staff.
- Reserve an appropriately sized room for presentation where everyone can see the PowerPoint presentation.
- Reserve the appropriate equipment for the presentation (example, laptop, LCD).



Planning the Training

- Review and become familiar with all the 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 day of the presentation.
- Obtain demonstration training materials, for example:
 - Epi-pen®
 - Auvi-Q ®



Present

- Set up the presentation room at least 1 hour before start time.
- Have appropriate handouts and sign in sheets available.
- Have participants sign in or out to document that they have been trained.
- Allow time for questions and answers.
- If you receive questions that you are not able to readily answer, tell your participants that you'll find the answer and get it to them.
- 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; or
- 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)
<http://www.foodallergy.org/document.doc?id=285>
- Keeping Children with Food Allergies Safe at School (CDC) <http://www.foodallergy.org/document.doc?id=315>
- What is a Food Allergy? (CDC's Food Allergy in School)
<http://www.cdc.gov/healthyyouth/foodallergies/>



References, cont'd

- CSDE's Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease)
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=334632>
- Voluntary Guidelines for Managing Food Allergies In Schools and Early Care and Education Programs located on the CDC's Food Allergy Research and Education
<http://www.foodallergy.org/document.doc?id=249>
- National Association of School Nurses (NASN). *Get trained: Trainer Preparation* :
 - <https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained/TrainerPreparation>
 - https://www.nasn.org/portals/0/resources/GetTrained_train_presentation_notes.pdf

