Dining Services Anaphylaxis Management Policy

Policy number: 800-BA-10
Policy owner: Director of Dining Services

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SECTION I. PURPOSE

The purpose of this policy is to provide model training standards for the administration of epinephrine auto-injectors that is in accordance with Minn. Stat. § 144.999. This policy is intended to provide guidelines for the training of University of St. Thomas Dining Services employees who choose to obtain and administer epinephrine auto-injectors without a prescription and administer the medication to individuals experiencing anaphylaxis.

This Anaphylaxis Management Policy outlines the following for the St. Thomas dining services department:

- Purpose
- Training Standards
- Overview of Anaphylaxis
- Procedure to Administering Epinephrine Auto-Injectors
- Epinephrine Storage
- Epinephrine Inspection
- Documentation and identification for Epinephrine Auto-Injectors Administration
- Ordering of Epinephrine Auto-Injectors
- Necessary follow up procedures

SECTION II. SCOPE AND APPLICABILITY

This policy applies to Dining Services Person in Charge (PIC).

SECTION III. TRAINING STANDARDS

To obtain and administer epinephrine autoinjectors without a prescription, an employee must be trained and certified. One employee trained in the use of epinephrine must be in the facility at all times.

According to the Minn. Stat. § 144.999, "every two years, an individual must complete an anaphylaxis-training program that is conducted by:

- A nationally recognized organization that is experienced in training laypersons in emergency health treatment;
- A statewide organization with experience providing training on allergies and anaphylaxis under the supervision of board-certified allergy medical advisors; or
- An entity or individual approved by the Commissioner of the Minnesota Department of Health to provide an anaphylaxis training program.

After successfully completing training, an authorized individual may administer an injection to an individual experiencing anaphylaxis or provide the auto-injector device to the individual or the individual's caregiver or legal guardian for administration. An authorized entity shall designate employees or agents who have completedtraining to be responsible for storing, maintaining, and controlling the epinephrine auto -injectors."

In order to become certified, the St. Thomas dining service employee generally will participate and pass the American Red Cross version of the training. The certification is valid for two years after the date issued. The certificate will contain the following:

- Name of the trainer or training organization
- Date training completed
- The topics covered in training

The director of dining services has discretion to authorize an alternate training that meets the requirements of Minnesota law.

SECTION IV. OVERVIEW OF ANAPHYLAXIS

NOTE: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. If in doubt, administer epinephrine.

A. Severe Symptoms

Inject epinephrine auto-injector immediately if **one** of the following severe symptoms are displayed:

- **Lung**: Short of breath, coughing, difficult breathing, noisy breathing, gasping for air, repetitive coughing.
- **Heart**: Weak pulse, dizzy/lightheaded, fainting, loss of consciousness or unresponsiveness, paleness, blueness.
- **Throat:** Tight or hoarse throat, trouble breathing or swallowing, swelling of the backmouth/throat/tongue, hacking cough
- **Mouth:** Significant swelling of the tongue or lips
- **Skin:** Hives over body, widespread redness.
- **Gut:** Repetitive vomiting, severe diarrhea.
- **Other:** Feeling something bad is about to happen, anxiety, confusion.

B. Mild Symptoms from Multiple System Areas

Inject epinephrine auto-injector immediately if more than one system area symptoms are displayed:

- **Nose:** Itchy or runny nose, sneezing.
- **Mouth:** Itchy mouth.
- **Skin:** A few hives, mild itch.
- **Gut:** Mild nausea or discomfort.

C. Mild Symptoms from Single System

For ***mild symptoms*** from a single system, follow the following procedure:

1. Give antihistamine if person displaying symptoms verbally agrees with the need to administer Epinephrine.
2. Stay with the person and contact emergency contacts.
3. Monitor signs/symptoms for change and if symptoms worsen or individual displays s***evere symptoms*** administer epinephrine auto-injector.

NOTE: Some individual's symptoms from anaphylaxis may go away and return hours later. The reaction can be equally or more severe than the initial reaction. Therefore, emergency contacts should be alerted, and individuals should be transported to the hospital.

SECTION IV. PROCEDURE TO ADMINISTER EPINEPHRINE AUTO-INJECTORS

1. Retrieve epinephrine auto-injector from storage location. Refer to Section VI section for location in specific dining area.
2. Inform the individual that you intend to administer epinephrine auto-injector.
3. Administer epinephrine auto-injector based off instructions on the epinephrine auto-injector.
4. After injection is made, recap auto-injector, and call Public Safety at 651-962-5555 to inform them that an individual has experienced anaphylaxis and to call 911.
5. Have individual remain seated or lay them flat with feet reclined.
6. Observe individual for continuing or worsening sigs of anaphylaxis.
7. If symptoms of anaphylaxis continue without improvement, worsen, resolve, or lessen and then return and EMS has not arrived, repeat the same epinephrine dose, if available, 5 to 10 minutes after the initial dose administered.
8. Stay with individual until EMS arrives.
9. Give nothing by mouth.
10. Anyone receiving epinephrine must be transported by EMS for continued medical evaluation and care.
11. Give EMS the used auto-injector(s) to ensure appropriate disposal.
12. Call Emergency Contact person to inform them of the situation if information is available.

SECTION VI. EPINEPHRINE STORAGE

Epinephrine Auto-Injectors will be stored **at room temperature** until the marked expiration date. At that point, the injector must be removed from storage and surrendered to a licensed pharmacy for appropriate disposal and replaced with a new one. **Never store** Epinephrine Auto-Injectors in refrigerators or hot environments as this will cause the device to malfunction.

St. Thomas dining services will store Epinephrine Auto-Injectors in the following locations:

Building	Location	Storage Case
Anderson Student Center (ASC) 2nd floor	View	Wall mount, emergency keyed lock box
Tommie North Residence Hall (NRH) first floor	Northsider	Wall mount, emergency keyed lock box
Terrence Murphy Hall (TMH) 2nd floor	Cornerstone Kitchen	Wall mount, emergency keyed lock box

SECTION VII. EPINEPHRINE AUTO-INJECTOR INSPECTION

Epinephrine Auto-Injectors should be inspected weekly by the manager and initialed and dated on the Epinephrine Inspection Verification form located next to the Epinephrine Auto-Injector storage area.

When inspecting the Epinephrine Auto-Injector it should meet the following criteria:

- The solution should be clear and colorless with no particulate matter.
- The expiration date should not be expired.
- If the expiration date is within one week, the Epinephrine Auto-Injector will be replaced within two calendar days.
- If the expiration date is passed or unable to use, the Epinephrine Auto-Injector will be replaced the same calendar day.

SECTION VIII. DOCUMENTATION AND IDENTIFICATION

St. Thomas dining services will administer Epinephrine to any individual displaying one or more severe symptoms of anaphylaxis. If there is uncertainty whether or not a reaction warrants epinephrine, administer immediately, because the benefits of epinephrine far outweigh the risk that a dose may not have been necessary.

SECTION IX. ORDERING OF EPINEPHRINE AUTO-INJECTOR

The St. Thomas dining services registered dietitian will order Epinephrine Auto -Injectors throughTCC Pharma, Pharmaceutical Wholesaler. Dining services unit managers will request replacements through the Dining Services Registered Dietitian.

SECTION X. NECESSARY FOLLOW UP

The St. Thomas dining services employee who had administered/witnessed an individual administering the Epinephrine Auto-Injector or experienced an anaphylactic reaction will complete the following within 24 hours after the incident:

1. Notify Dining Services Chain of Command
    a. Unit Manager/Assistant Director of Residential Dining/Executive Chef.
    b. Registered Dietitian.
    c. Director of Dining Services.
2. Complete the Anaphylactic Reaction Incident Report from and return to the Registered Dietitian within 24 hours.