

Standing Order of Epinephrine in Stevens Point Area Public School District

Date: August 15th, 2025

Purpose: to allow all 4K-12 schools within the Stevens Point Area Public School District to possess and administer epinephrine in the event of an anaphylaxis reaction in a student in a school setting.

Pursuant to [Wisconsin State Code 118.2925](#) and [118.292](#) this order authorizes any Nurse employed by the Stevens Point Area Public School District, school board, employee, trained employee of Fidelis, to possess and administer epinephrine to a student in the event of an anaphylaxis reaction in a school setting or school-sponsored activity.

- **STANDING ORDER FOR STUDENTS WITH CURRENT EPINEPHRINE PRESCRIPTION:** If a student has a prescription for an epinephrine auto or intranasal injector on file in the school, the care plan including the student's licensed healthcare provider's prescription must be followed. A school nurse may administer the school's stock epinephrine and a school nurse and designated trained school personnel may administer the school's stock epinephrine auto or intranasal injector (following the manufacturers package instructions) to respond to an anaphylactic reaction under a standing protocol according to [Wisconsin State Statute 118.29](#)
- **STANDING ORDER FOR STUDENTS OR OTHER INDIVIDUALS WITHOUT A CURRENT EPINEPHRINE PRESCRIPTION:** If a student or other individual does not have a prescription for epinephrine on file in the school, a school nurse or designated trained school personnel may administer the school's stock epinephrine or stock epinephrine auto or intranasal injector (following the manufacturers package instructions) in the event that the school nurse or designated trained school personnel, using reasonable and prudent professional judgment, determines that an individual is displaying the symptoms of anaphylaxis.

The school shall maintain a copy of the standing orders, school policy and a list of trained school personnel for school records and provide documentation upon request.

Order effective August 1, 2025 through August 1, 2026 unless otherwise discontinued

Approved Options of Auto-injector or Nasal Administration

Medication Name	Population Authorized for Use
Neffy (epinephrine nasal spray), USP 2mg	Individuals weighing 66 pounds or greater
EpiPen 2-Pak Auto-Injector, USP 0.3mg	
Neffy (epinephrine nasal spray), USP 1mg	Individuals weighing between 33 pounds and 66 pounds
EpiPen Jr. 2-Pak Auto-Injector, USP 0.15mg	

Directions for Use (Auto-Injector)

1. If anaphylaxis is suspected, inject epinephrine via auto-injector: Pull off safety release cap. Swing and jab firmly into the middle of the upper thigh, (through clothing if necessary). Hold in place for 3* seconds to deliver medication and then remove. ***Note: Follow manufacturer instructions for delivery of medication (Mylan Epipen or generic).** Note the time of administration.
2. Call or have a bystander call 911 immediately or activate the Emergency Medical System (EMS). Explain to the 911 operator that anaphylaxis is suspected and epinephrine has been given.
3. Keep the student either lying down or seated, never leave alone. If they lose consciousness, check if they are breathing and have a pulse. If not, begin CPR (cardiopulmonary resuscitation), call out for help and continue CPR until the individual regains a pulse and is breathing or until EMS arrives and takes over.
4. Call the School Nurse or assigned school health staff and notify the school administrator of the situation.
5. Repeat the dose after 5 to 15 minutes if no improvement, symptoms persist or return.
6. Stay with the student until EMS arrives, continuing to follow the directions above
7. Provide EMS with epinephrine auto injector labeled with name, date, and time administered to transport to the ER with the student. Use caution: auto injector needle does not retract.

Directions for Use (Neffy nasal spray)

Note: Neffy is for nasal use only. Follow manufacturer instructions for delivery of medication.

1. Each neffy nasal spray is for single use and delivers the entire dose upon activation.
2. **Do not prime** or attempt to reuse neffy for more than one administration.
3. Administer neffy by inserting the nozzle of the nasal spray fully into one nostril until fingers touch the nose.
4. Hold the nasal spray straight into the nose - do not angle the nasal spray to the inside septum or outer wall of the nose as some medication may be lost.
5. Press the plunger firmly to activate.
6. Avoid sniffing during and after administration.
7. If a second dose of neffy is needed, administer a new nasal spray into the same nostril starting 5 minutes after the first dose.
8. More than two sequential doses of epinephrine should be administered under direct medical supervision.
9. Call or have a bystander call 911 immediately or activate the Emergency Medical System (EMS). Explain to the 911 operator that anaphylaxis is suspected and epinephrine has been given.
10. Keep the student either lying down or seated, never leave alone. If they lose consciousness, check if they are breathing and have a pulse. If not, begin CPR (cardiopulmonary resuscitation), call out for help and continue CPR until the individual regains a pulse and is breathing or until EMS arrives and takes over.
11. Call the School Nurse or assigned school health staff and notify the school administrator of the situation.
12. Stay with the student until EMS arrives, continuing to follow the directions above

13. Provide EMS with epinephrine auto injector labeled with name, date, and time administered to transport to the ER with the student.

Required Follow-up after epinephrine Administration

1. Notify parent/guardian of incident
2. Request follow up care by healthcare provider and provide school with an [Allergy Action Plan](#) and [medication](#) for the student
3. Complete required documentation of event and return to school health supervision and school leadership
4. Order replacement epinephrine

STOCK EPINEPHRINE

The main office/health office of each school shall keep on hand at least two (2) epinephrine pens (both junior and regular) for use by trained and willing staff in the event of an anaphylactic emergency situation. Each school will have a Yellow “EpiPen” box located near the AEDs with at least two (2) Epinephrine pens or nasal spray (both junior and regular pens or 0.2mg and 0.1mg nasal spray or all four (4)). The school nurse shall assure that staff are provided with training opportunities to both identify the symptoms of an anaphylaxis emergency and how to administer an epinephrine injection and nasal spray. The school nurse shall assure that epinephrine stock is maintained and that unused expired pens are properly discarded and replaced. This is subject to the ability to obtain the epinephrine pens through prescription. Any extra epinephrine pens and nasal spray will be stored in the health office and will be sent on field trips and/or given to activity leaders/coaches at the discretion of the nurse. Not all field trips/ activity will have access to school issued epinephrine. Inventory shall be tracked by school nurses or trained personnel.

District Policy

The District maintains a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs Superintendent and/or the school nursing staff, in consultation with the Superintendent, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school officials who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer

epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

- G. is published on the District's website or the website of each school is made available to any person upon request until such time as the District has a website on which it can be published.

Recognizing and Responding to Anaphylaxis

How to recognize anaphylaxis

Healthcare personnel should consider anaphylaxis when patients present with generalized signs or symptoms such as **hives, serious or life-threatening symptoms** (e.g., hypotension, respiratory distress, or significant swelling of the tongue or lips), or **symptoms that involve more than one body system**.



Respiratory:

- sensation of throat closing
- stridor (high-pitched sound while breathing)
- shortness of breath
- wheeze, cough



Gastrointestinal:

- nausea
- vomiting
- diarrhea
- abdominal pain



Cardiovascular:

- dizziness
- fainting
- tachycardia (abnormally fast heart rate)
- hypotension (abnormally low blood pressure)



Skin/mucosal:

- generalized hives
- itching
- swelling of lips, face, or throat



Neurological:

- agitation
- convulsions
- acute change in mental status
- sense of impending doom (a feeling that something bad is about to happen)

What to do if you suspect anaphylaxis



Assess airway, breathing, and circulation



Administer epinephrine



Call Emergency Medical Services (EMS)



Place in supine position

Detailed information can be found in the Interim Considerations:
[Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination](#)



www.cdc.gov/COVID19

STAFF TRAINING

Any district employee may be designated by the Building Administrator to administer Epinephrine Anaphylaxis treatment who meet the following criteria:

- Staff have completed a DPI approved online training module for Epinephrine injectors (every year, on PublicSchool Works)
- Staff have completed an annual return demonstration of administration of epinephrine auto injector and Nasal spray and been deemed competent by a SPAPSD school nurse (signature on the Epinephrine Auto-Injector Medication Skills Competency Check-Off).
- Staff can identify the signs and symptoms of anaphylactic reaction
- Staff are authorized in writing and are willing to assume that responsibility, by the School Administrator, to administer Epinephrine to both Student specific and Non-Student Specific Epinephrine [\(form attached\)](#).

_____ has reviewed and approved the Stevens Point Area Public School District Administration of School Supplied (Stock) EpiPen Policy.

EFFECTIVE DATE: _____8/31/2025_____

RENEWAL DATE: _____8/31/2026_____

PHYSICIAN SIGNATURE: _____

PHYSICIAN NAME (*Printed*): _____

Physician Contact Number: _____

Physician License Number: _____