



## **The Woods Project Policy on Unassigned Auto Injector Epinephrine**

As per Texas Administrative Code (TAC) Title 25, Part 1, Chapter 40, Sub Chapter C, The Woods Project, Inc. (TWP) qualifies as a private entity which serves students under the age of 18 years of age, that would benefit from the possession and administration of epinephrine auto-injectors. The Woods Project will obtain a prescription annually from an authorized provider, including a standing order.

The Woods Project will ensure that it shall stock at least one unassigned epinephrine auto-injector pack (two doses) and will conduct an annual assessment to ensure it has an adequate number of auto-injectors based on programs. The Woods Project's Executive Director, or their designee will serve as the administrator to oversee the policy and procedures for epinephrine auto-injectors.

### Inventory:

The Woods Project Executive Director, or their designee will, on an annual basis, inventory the epinephrine auto-injectors along with other first aid supplies. This inventory will ensure all provided epinephrine auto-injectors are undamaged and not past their expiration date.

Epinephrine Auto injectors will be stored centrally in a secure, climate-controlled location between programs. During a program (when youth are present on a trip) epinephrine auto injectors will be securely stored with the program leaders.

### Training:

At least one leader per program group will be trained on the use of the epinephrine auto-injector. Training shall be consistent with the most recent Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs published by the federal Centers for Disease Control and Prevention (<https://www.cdc.gov/healthyschools>). The Woods Project will maintain a list of personnel trained and authorized to administer the unassigned epinephrine auto-injector, and annual training records for such personnel.

### Communication:

The Woods Project will provide written or electronic notice to a parent or guardian of each youth enrolled within 15 calendar days of implementing or discontinuing this policy.

### Procedure for usage of epinephrine auto-injector:

Per TAC guidelines and The Woods Project Emergency Protocols, anytime an epinephrine auto-injector is utilized, local emergency medicine services will be contacted. Additionally, DSHS (Department of State Health Services) will be notified via the standardize electronic form and notification process. (link to form: <https://www.dshs.texas.gov/schoolhealth/forms/ReportingForm-Epinephrine.aspx#:~:text=Texas%20Administrative%20Code%20%C2%A737.605,epinephrine%20auto%2Dinjector%20is%20administered>). Auto-injectors will be utilized in accordance with the annual standing order provided by an authorized prescriber.