



Parks and Recreation Department EPIPEN MEDICATION POLICY:

This policy applies only to Parks and Recreation sponsored programs in which participants are registered with the City, and does not apply to drop in programs or open events.

City of Redmond staff may assist participants in the administration of an EpiPen in the event of a severe allergic reaction consistent with the following procedures.

1. Participant or parent/guardian notifies City of Redmond program staff of medical condition and provides the following:
 - medication
 - written consent to assist or administer
 - written authorization from physician
 - Completed City of Redmond provided form: **Emergency Health Plan for Allergic Reactions**
 - Specific directions on how to assist/administer from participant or parent/guardian for minor children
2. Severe allergic condition is diagnosed by a physician and medication is in the original container from the pharmacy or doctor, clearly labeled with the participant's name, along with the physician's name and the prescribed amount of medication to be administered.
3. Parents/guardians are responsible for updating program staff on any changes in diagnosis or prescribed treatment, and to ensure that medication is not expired.
4. **STAFF MAY ONLY ASSIST PARTICIPANTS FOR WHOM ALL OF THE REQUIREMENTS SET FORTH IN ITEMS 1-3 OF THIS EPIPEN MEDICATION POLICY HAVE BEEN MET OR THEY HAVE COMPLETED AND HOLD CURRENT EPI PEN TRAINING CERTIFICATION. IN ALL OTHER CASES, 911 MUST BE CALLED AND THE EPIPEN MAY BE ADMINISTERED BY MEDICAL PERSONNEL OR A PARENT/GUARDIAN ONLY.**

EMERGENCY PROCEDURES

In the event that a participant, for whom all authorizations and consents are on file as provided above, experiences a severe allergic reaction, staff will follow these procedures:

1. Call 911. State that:
 - Participant is having an anaphylactic reaction to (name the cause if known, for example, nuts)
 - EpiPen medication has been administered, note time administered.
2. Participant needs to be transported to hospital; assist participant in locating the EpiPen medication.

3. Wash hands with soap and water and/or use disposable gloves.
4. Assist participant with administration as needed.
5. If staff witnesses the participant becoming unconscious, they will check for airway constriction, and may administer EpiPen as directed.
6. Monitor until medical help arrives.
7. Contact parent/guardian as soon as possible.
8. Notify supervisor and/or call additional staff for assistance as needed.
9. Document participant's name, date, time, medication administered, amount, whether self-administered.
10. If the participant's consent forms are not on file, 911 must be called and the EpiPen may be administered by medical personnel or a parent/guardian only. Staff may not administer the EpiPen to participant for whom the required authorizations and consent forms are not on file.

MEDICATION STORAGE

1. EpiPen medication is kept with the participant at all times.
2. The participant will be assigned a specific location to keep their belongings while participating in a City of Redmond program.
3. During field trips or other outings participant will be responsible for carrying their belongings (medication) with them at all times.
4. During field trips or other outdoor activities such as lunch, games or swimming, city staff may assist participant by watching belongings containing medication while the participant engages in activities.

MEDICATION TRAINING

1. In addition to required First Aid/CPR and Blood Borne Pathogen training, staff will be given additional training on:
 - Recognizing the symptoms of severe allergic reaction
 - Administration of an EpiPen including using an EpiPen trainer
 - Procedures and forms for maintaining participant's safety during program participation
 - Other emergency response procedures as recommended by Redmond Fire Department

Under Chapter 2.06 of the Redmond Municipal Code, Redmond employees are indemnified by the City for conduct that is within the scope of their employment. Employees who comply with the procedures set forth in this policy are covered by this indemnity.