

Directive to Administrators		WAD (Wednesday) Publication Date <b>August 2, 2017</b>	WAD Notice	No. of Pages <b>_1_ of _2_</b>												
<b>ALL SFUSD STAFF</b>																
WAD Title (Limit to 4-6 Words)			Date Due <b>August 7, 2017</b>	Not Applicable After <b>August 11, 2017</b>												
<b>CPR, Anaphylaxis and EpiPen Administration Training for School Staff</b>																
From <b>KIM COATES</b>	Title Executive Director, School Health Programs	Signature		Telephone 415-242- 2615												
Inform <input checked="" type="checkbox"/> _X_ Certified Staff <input type="checkbox"/> _X_ Classified Staff <input type="checkbox"/> Parents Post on Bulletin Board   Other: <input type="checkbox"/> X School Administrators																
<b>Administrative Directive</b>																
<b>WHAT:</b>	Every school in SFUSD must have at least one staff member certified to respond to cases of actual and suspected anaphylaxis. This request is for volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis. <i>Education Code 49414</i>															
<b>WHO:</b>	Any staff are eligible but the staff person must be available and voluntarily be willing to administer EpiPen if a person is suffering, or reasonably believed to be suffering, from anaphylaxis. One staff per school can attend the Certification training each year. Any staff who is already certified can attend the Refresher training.															
<b>WHEN &amp; WHERE:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 40%; vertical-align: top;"> <b>Certification Training</b> <u>Option 1</u> (for those who need initial- or re-certification; certification only lasts 2 years) </td> <td style="width: 10%; vertical-align: top;"> <u>Option 1</u> </td> <td style="width: 50%; vertical-align: top;"> Wednesday, August 9th, 12:45pm-4pm @ School Health Programs, 1515 Quintara </td> </tr> <tr> <td style="vertical-align: top;"> </td> <td style="vertical-align: top;"> <u>Option 2</u> </td> <td style="vertical-align: top;"> Friday, August 11th, 12:45pm-4pm* @ Aptos Middle School, 105 Aptos Avenue </td> </tr> </table> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%; vertical-align: top;"> <b>Refresher Training</b> <u>Option 1</u> (for those who were certified last year and only need a refresher) </td> <td style="width: 10%; vertical-align: top;"> <u>Option 1</u> </td> <td style="width: 50%; vertical-align: top;"> Wednesday, August 9th, 11am-12pm @ School Health Programs, 1515 Quintara </td> </tr> <tr> <td style="vertical-align: top;"> </td> <td style="vertical-align: top;"> <u>Option 2</u> </td> <td style="vertical-align: top;"> Friday, August 11th, 11am-12pm* @ Aptos Middle School, 105 Aptos Avenue </td> </tr> </table>				<b>Certification Training</b> <u>Option 1</u> (for those who need initial- or re-certification; certification only lasts 2 years)	<u>Option 1</u>	Wednesday, August 9th, 12:45pm-4pm @ School Health Programs, 1515 Quintara		<u>Option 2</u>	Friday, August 11th, 12:45pm-4pm* @ Aptos Middle School, 105 Aptos Avenue	<b>Refresher Training</b> <u>Option 1</u> (for those who were certified last year and only need a refresher)	<u>Option 1</u>	Wednesday, August 9th, 11am-12pm @ School Health Programs, 1515 Quintara		<u>Option 2</u>	Friday, August 11th, 11am-12pm* @ Aptos Middle School, 105 Aptos Avenue
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	<p>* This training will be offered as part of the all-day Clerks/Administrative Assistants' Institute, but anyone is welcome. Please register whether or not you are planning to attend the Clerks/Administrative Assistants' Institute.</p>															
<b>WHY:</b>	Research has shown severe, life-threatening, allergic reactions, or anaphylaxis, can occur even in persons with no known allergies. People with known anaphylaxis may not have an unexpired epinephrine auto-injector with them to reverse the symptoms of anaphylaxis. Having school staff trained on recognition of anaphylaxis and administration of epinephrine, with stock EpiPens on-site, can prevent injury and save lives.															
<b>HOW:</b>	Both Certification and Refresher trainings are provided by a school nurse or other qualified person designated by an authorizing physician and surgeon, and are based on the standards developed by the Superintendent of Public Instruction. The training components include: <ul style="list-style-type: none"> <li>• Symptoms of allergy and anaphylaxis</li> <li>• Appropriate use and storage of epinephrine auto-injectors</li> <li>• Follow up care and documentation of the incident</li> </ul>															

A school district, county office of education, or charter school shall ensure that each employee who volunteers under this section will be provided defense and indemnification by the school district, county office of education, or charter school for any and all civil liability, in accordance with, but not limited to, that provided in Division 3.6 (commencing with Section 810) of Title 1 of the Government Code. This information shall be reduced to writing, provided to the volunteer, and retained in the volunteer's personnel file.) *EC 49414(j)*

Register using the attached Flyer and Registration Form. Please have your site administrator sign to ensure every school has a designated staff attending. **Deadline for Registration is August 7, 2017.**

Email or fax completed Registration Form or direct questions to Mary Jue, Supervisor, School Health Programs, at [juem@sfusd.edu](mailto:juem@sfusd.edu), 415-242-2615, or fax 415-242-2618.

<i>Approved</i>	Cabinet Member <b>KEVIN TRUITT</b>	Title Chief of Student, Family, and Community Support Dept.	Signature
<b>SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)</b>			



Every school in the SFUSD should have at least one staff member certified to appropriately respond to cases of actual and suspected anaphylaxis. This request is for volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis. EC 49414



# CPR, Anaphylaxis, and EpiPen Administration Training for School Staff

## Certification Training

(for those who need initial- or re-certification; certification only lasts 2 years)

**Option 1:** Wednesday, August 9th, 12:45pm-4pm  
@ School Health Programs, 1515 Quintara

**Option 2:** Friday, August 11th, 12:45pm-4pm\*  
@ Aptos Middle School, 105 Aptos Avenue

## Refresher Training

(for those who were certified last year and only need a refresher)

**Option 1:** Wednesday, August 9th, 11am-12pm  
@ School Health Programs, 1515 Quintara

**Option 2:** Friday, August 11th, 11am-12pm\*  
@ Aptos Middle School, 105 Aptos Avenue

\* This training will be offered as part of the all-day Clerks/Administrative Assistants' Institute, but anyone is welcome. Please register whether or not you are planning to attend the Clerks/Administrative Assistants' Institute.

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### Space is limited

Only one staff per school can attend the certification training each year.

### Trainers & Training Components

Both certification and refresher trainings are provided by a school nurse or other qualified person designated by an authorizing physician and surgeon, and are based on the standards developed by the Superintendent of Public Instruction. The training components include:

- Symptoms of allergy and anaphylaxis
- Appropriate use and storage of Epinephrine
- Follow up care and documentation of the incident

### Registration is required

**Registration deadline is August 7th** (see attached registration form).

### Questions?

Contact Mary Jue, Supervisor, School Health Programs, 415-242-2615 or [juem@sfusd.edu](mailto:juem@sfusd.edu).



This request is for volunteers to be trained to administer an epinephrine auto-injector to a person if the person is suffering, or reasonably believed to be suffering, from anaphylaxis. Every school in the SFUSD should have at least one staff member trained to appropriately respond to cases of actual and suspected anaphylaxis. EC 49414



# - REGISTRATION FORM -

## CPR, Anaphylaxis, and EpiPen Administration Training for School Staff

**Complete registration form by August 7, 2017** and fax it to:

Mary Jue  
School Health Programs  
Fax: 415-242-2618  
[juem@sfusd.edu](mailto:juem@sfusd.edu)

Please check the (1) session you would like to attend:

**Certification Training**

(for those who need initial- or re-certification)

- Wednesday, August 9, 12:45pm-4:00pm @ 1515 Quintara
- Friday, August 11, 12:45pm-4:00pm @ Aptos MS, 105 Aptos Ave.\*

**Refresher Training**

(for those who were certified last year and only need a refresher)

- Wednesday, August 9, 11:00am-12:00pm @ 1515 Quintara
- Friday, August 11, 11:00am-12:00pm @ Aptos MS, 105 Aptos Ave.\*

\* This training will be offered as part of the all-day Clerks/Administrative Assistants' Institute, but anyone is welcome. Please register whether or not you are planning to attend the Clerks/Administrative Assistants' Institute.

School: \_\_\_\_\_

Name & Role/Title (print): \_\_\_\_\_

District Email: \_\_\_\_\_

Principal Signature \_\_\_\_\_

(We will send a confirmation of your registration to your and your administrator's district email upon receipt of this form.)