**Directive to Administrators**

**ALL SFUSD STAFF**

**WAD** *(Wednesday)*  
Publication Date  
**August 2, 2017**  
**No. of Pages**  
1 of 2

**WAD Title (Limit to 4-6 Words)**  
CPR, Anaphylaxis and EpiPen Administration Training for School Staff

**From**  
KIM COATES  
Executive Director, School Health Programs

**Signature**  
Telephone  
415-242-2615

Inform  
_X_ Certificated Staff  _X_ Classified Staff  ___Parents Post on Bulletin Board  Other: X School Administrators

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**Administrative Directive**

**WHAT:**  
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.  
*Education Code 49414*

**WHO:**  
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.

**WHEN & WHERE:**

**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  
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**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.

**WHY:**  
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.

**HOW:**  
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 auto-injectors
- Follow up care and documentation of the incident
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, 415-242-2615, or fax 415-242-2618.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Cabinet Member</th>
<th>Title</th>
<th>Signature</th>
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<tbody>
<tr>
<td>KEVIN TRUITT</td>
<td></td>
<td>Chief of Student, Family, and Community Support Dept.</td>
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SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)
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 epiPen 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

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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.
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

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

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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.)

Revised 7-2017