

Rainbow Children's Academy (RCA)

EpiPen Use Guideline (Emergency Anaphylaxis Response)

Purpose

To provide clear guidance on when and how an EpiPen (epinephrine autoinjector) should be administered at Rainbow Children's Academy, and to ensure immediate emergency response following administration.

Scope

This guideline applies to all RCA staff responsible for the care and supervision of children.

Definition

Anaphylaxis is a severe, potentially life-threatening allergic reaction. An **EpiPen** is an epinephrine autoinjector used as first-line emergency treatment.

Conditions Under Which an EpiPen SHALL Be Administered

- Difficulty breathing, wheezing, or gasping for air
- Swelling of lips, tongue, throat, or face affecting breathing or swallowing
- Blue or pale lips or skin
- Loss of consciousness or collapse
- Sudden drop in blood pressure or signs of shock
- Hives or rash PLUS vomiting, abdominal pain, coughing, throat tightness, or extreme lethargy

When in doubt, administer the EpiPen. Delaying epinephrine can be more dangerous than giving it.

Steps for EpiPen Administration

- 1 Ensure the child is safe and positioned sitting or lying down.
- 2 Remove the EpiPen from its case and remove the safety cap.
- 3 Press the orange tip firmly against the outer thigh (through clothing if needed).
- 4 Hold in place for 3–10 seconds per device instructions.
- 5 Remove and massage the injection area briefly.

Mandatory Actions AFTER EpiPen Use

- 1 Call 911 immediately and report that epinephrine has been administered.
- 2 Notify RCA administration.
- 3 Contact the child's parent or guardian.
- 4 Monitor the child continuously until EMS arrives.
- 5 Provide the used EpiPen to emergency responders.

A child must always be transported to the hospital after EpiPen use, even if symptoms improve.

Documentation & Training

An incident report must be completed after any EpiPen use. RCA staff receive periodic training and this guideline is reviewed annually.