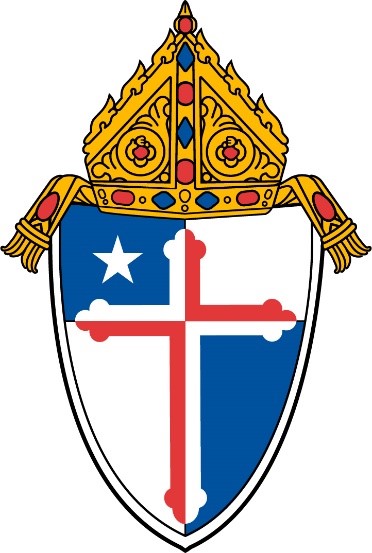
General Use Epinephrine Program

2023/2024 School Year

Key Updates



Archdiocese of Baltimore

Department of Catholic Schools

Office of Risk Management

General Use Epinephrine Policy and Procedure Updates

2023/2024 School Year

1. There are no significant changes to the program that we are implementing at this time. Moreover the medical practices on the use of pens remain unchanged from last year. With that said I do ask you take the time to **review the document**, particularly the medical portions to familiarize yourselves with the program. Once again, Kathrine Lynn, former school nurse with Msgr Slade School and now with the Howard County Department of Health graciously reviewed the medical portion of the document. *Thank you Kat!*
2. If your school is in need of a Medical Director and the needed prescription in order to secure the general use epinephrine pens, please reach out to Lori Lewman, Regional Sales Manager of Rescue One Training for Life, Inc. Her e-mail address is [llewman@rescue-one.com](mailto:llewman@rescue-one.com). The charge for this service continues to be $50.
   1. You no longer need to submit the completed enrollment packet to Rescue One to request their Rx and participation. Please just contact Lori Lewman ([llewman@rescue-one.com](mailto:llewman@rescue-one.com)) and provide your school name, address and Nurse contact info to request the Medical Prescription Certificate. Risk Management has agreed with Rescue One Training for Life, Inc. that it is no longer necessary for their folks at Rescue One to sign the Epi Pen policy document to help expedite the process.

**Important Note:** you will still need to forward the completed enrollment packet with Rescue One being named as the Medical Director to the Office of Risk Management along with a copy of the Medical Prescription Certificate from Rescue One to confirm their authorization. We will accept this without the previously required signatures on the designated section of the enrollment packet from Rescue One.

1. Relative to ordering of your supplies, you should order your supplies as soon as you have the prescription with which to secure the general use pens. In order to make this process more efficient, a school certainly can complete all of your signatures and prescription documents electronically between the school and your medical director. Free pens are available through the [EpiPen4Schools](https://www.epipen4schools.com/) website. See additional resources in the Resource document provided by Risk Management.
2. Once you have the completed form, please proceed with sending the document to the Office of Risk Management for issuance of the evidence of insurance to protect your volunteer medical director. Keep in mind if you are using Rescue-One, no certificate of insurance will be provided, as they provide their own insurance given they are paid a fee. However we still need you to submit the completed documents even if you are using Rescue-One so we can register your program.
3. For those schools that are independents and therefore not in the Archdiocesan insurance program, you are free to use our plan documents. Please just keep in mind as an independent school, any agreement to provide insurance protection to your medical director, should they be a volunteer, must be worked out between the school and your insurance broker.
4. Lastly, once you have **completed and submitted** your plan document to Risk Management, you should immediately make the general use pens available. In prior years, I have stated that no pens were to be made available till you received back the certificate of insurance and sign off on your program. There is no need to delay. Proceed with making the pens available. **However, please do not allow the pens to be made available until such time as your school has at least submitted your plan.** Allowing the use of the pens prior to submitting your plans will result in voiding the insurance coverage for your medical director.