NSW Schools

ERN School Medications User Guide v 2

[For the Management and Recording of General Use Adrenaline Autoinjectors]
Contents

1. Introduction ................................................................................................................................................. 4
   1.1 DEC requirements – general use adrenaline autoinjectors ........................................................................... 4

2. ERN School Medications ............................................................................................................................... 5
   2.1 General Use Adrenaline Autoinjector School needs ....................................................................................... 6
   2.2 Compliances Reporting Panel ..................................................................................................................... 6
   2.3 Emergency Medications – General Use Adrenaline Autoinjectors ............................................................... 7
   2.4 School Medications Report ......................................................................................................................... 10

3. Compliance .................................................................................................................................................... 12
1. Introduction

ERN medical functionality has been enhanced to support schools manage the health care needs of students through enhanced records management.

The health, safety and wellbeing of the students is of paramount importance. For students, part of feeling safe and secure at school is knowing that their health needs are recognised and catered for as part of the school’s overall provision for their wellbeing.

The information in this user guide is designed to support schools use the new functionality in ERN to record and track compliance of general use adrenaline autoinjectors in schools. ERN includes functionality to also record an adrenaline autoinjector supplied by a parent for an individual student.

1.1 DEC requirements – general use adrenaline autoinjectors

Government schools and their preschools must have a general use adrenaline autoinjector as part of their first aid kit, to use for example, as a backup, or to use if a previously undiagnosed student is having a first episode of anaphylaxis.

The general use adrenaline autoinjector does not remove the need for the parent to supply an adrenaline autoinjector that has been prescribed for a student who has been diagnosed as being at risk of anaphylaxis.

The Department arranged for distribution of one adrenaline autoinjector to each NSW government school in December 2012. These were EpiPens® as they were purchased under an existing government contract. Workplaces assess their needs and identify how many additional adrenaline autoinjectors are required.

Two brands of adrenaline autoinjector are available in Australia, the EpiPen® and the Anapen®. A junior device is available in each type

Schools are advised that the 150 microgram adrenaline autoinjector (EpiPen® Junior and Anapen® Junior) should be used in preschools and the 300 microgram adrenaline autoinjector (EpiPen® and Anapen®) should be used in schools from Kindergarten to Year 12.

Systems should be in place to replace expired or used general use autoinjectors in a timely way. Schools are required to place orders for additional devices and replacement devices when they have been used through the Work Health and Safety Directorate.

For further information see:

- Safety First Aid Policy and Procedures (Intranet only)
- Safety Alert No 35 (Intranet only)
- Anaphylaxis procedures for schools
2. ERN School Medications

New functionality has been introduced in ERN

- to support the management of the school purchased general use adrenaline autoinjectors to be placed in First Aid kits.
- to allow compliance reports for Student Heath Care and School Medications to be emailed to the Principal and other nominated staff within the school on a weekly basis.

From the “My School” menu option in ERN a new tab will be visible called School Medications. A screen similar to the one below will be displayed.
The screen is divided into a number of panels to collect information:-

2.1 General Use Adrenaline Autoinjector School needs

The panel above will allow a school to indicate the numbers of general use adrenaline autoinjectors they have assessed they require at the school to support their needs.

Schools will need to update the number of adrenaline autoinjectors they require; the system will automatically total the junior and adult adrenaline autoinjectors. Remember to press the button to record the changes.

Note: “The Department arranged for distribution of one adrenaline autoinjector to each NSW government school in December 2012. These were EpiPens® as they are under an existing government contract. Workplaces assess their needs to identify how many additional adrenaline auto injectors are required.’

Schools are advised that the 150 microgram adrenaline autoinjector (Epipen® Junior and Anapen® Junior) should be used in preschools and the 300 microgram adrenaline autoinjector (EpiPen® and Anapen®) should be used in schools from Kindergarten to Year 12.

2.2 Compliances Reporting Panel

The panel above indicates the list of staff that are on the email notification list, the school Principal is a mandatory member of the list. Additional staff other than the Principal who will be emailed the Student Health Care Compliance Report and the School Medications Compliance Report on a weekly basis can be added to the list.

In the example above Tom Smith is the Principal and he will receive the compliance reports on a weekly basis.
Additional Staff can be added to the email notification list on the right by highlighting the staff member(s) in the list on the left and selecting the button "Add To Notification List >>".

**Note:** When you add someone to the email notification list on the right they are removed from the staff list on the left.

In the example above Charlie Brown and Mini Mouse have been added to the Email Notification list on the right and no longer appear in the Staff List on the left.

Removing a staff member from the notification list is similar; highlight the person(s) to remove and select the button "<< Remove From Notification List".

**Note:** Multiple people can be highlighted and be added or removed from the list.

### 2.3 Emergency Medications – General Use Adrenaline Autoinjectors

A third panel shows the list of general use adrenaline autoinjectors that have been purchased by the school. This panel is located directly below the Compliance Reporting Email Notification list.
**Type:** The type of adrenaline autoinjector. Selected from a list of types including; EpiPen, EpiPenJr, Anapen300, Anapen150 (junior) and Anapen 500

**Purchase Date:** The date the general use adrenaline autoinjector was purchased, or the date received in cases where the school orders through WH&S rather than purchasing themselves.

**Expiry Date:** The date the general use adrenaline autoinjector will expire. This is recorded as month and year. This is the expiry date printed on the packaging of the medication.

**End Date:** End date of the general use adrenaline autoinjector. Default date is 31/12/2999 – indication ongoing medication. This date indicates when a specific general use adrenaline autoinjector is no longer current.

**Note:** School notes recorded about the adrenaline autoinjector. This could contain the location of the autoinjector in the school.

**Listing Historical Adrenaline Autoinjectors**

Selecting the check box **Show Historical** will display historical adrenaline autoinjectors in the list.

<table>
<thead>
<tr>
<th>Type</th>
<th>Purchase Date</th>
<th>Expiry Date</th>
<th>End Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>EpiPen</td>
<td>11-Dec-2012</td>
<td>Mar-2014</td>
<td>31-Dec-2999</td>
<td>Office First Aid Kit</td>
</tr>
<tr>
<td>EpiPenJr</td>
<td>12-Feb-2013</td>
<td>Feb-2015</td>
<td>31-Dec-2999</td>
<td>PreSchool First Aid</td>
</tr>
<tr>
<td>Anapen</td>
<td>19-Mar-2013</td>
<td>Apr-2015</td>
<td>31-Dec-2999</td>
<td>A Block First Aid</td>
</tr>
<tr>
<td>EpiPen</td>
<td>04-Feb-2013</td>
<td>Nov-2014</td>
<td>31-Dec-2999</td>
<td>Excursion First Aid</td>
</tr>
</tbody>
</table>

Historical adrenaline autoinjectors are those that have an End Date in the past. An adrenaline autoinjector may be end dated because:-

- The adrenaline autoinjector was added in error.
- The adrenaline autoinjector has expired and not used.
- The adrenaline autoinjector has been used.

In the example above the adrenaline autoinjector has been end dated because it was administered to Tom Red on the 15th March 2013.
Adding a General Use Adrenaline Autoinjector.

To add a new general use adrenaline autoinjector the operator will select the Type of autoinjector from the dropdown list of Types of medications:

**Medication**: The Types of adrenaline autoinjector. Selected from a list of Types of autoinjectors including; EpiPen, EpiPenJr, Anapen300, Anapen150 (junior) and Anapen 500

After selecting the Type, select the **Create** button

**Purchase Date**: The date the general use adrenaline autoinjector was purchased, or the date received in cases where the school orders through WH&S rather than purchasing themselves. (Mandatory)

**Expiry Date**: The date the general use adrenaline autoinjector will expire. This is recorded as month and year and is the expiry date printed on the packaging of the medication. (Mandatory)

**End Date**: End date of the general use autoinjector. Default date is 31/12/2999 – indication ongoing medication. This date indicates when a specific general use autoinjector is no longer current. (Mandatory)

**Note**: School notes recorded about the general use autoinjector. This could contain the location of the general use autoinjector in the school.
The list has been updated with the new Autoinjector.

### 2.4 School Medications Report

A new formatted report called School Medications Report is available from the Reports Menu under Formatted Reports:

To run a stock report for the school accept all the defaults, enter a name for the report and schedule the report.
# School Medications Report

**Adrenaline Autoinjector Stock Level:**

<table>
<thead>
<tr>
<th>Mediator Type</th>
<th>Minimum Required</th>
<th>Number in Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Adrenaline Autoinjector (Pre-school students only)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Use Adrenaline Autoinjector</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Medications**

<table>
<thead>
<tr>
<th>Medication Type</th>
<th>Purchase Date</th>
<th>Expiry Date</th>
<th>End Date</th>
<th>Notes</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>EpiPen</td>
<td>11/12/2012</td>
<td>Mar-2014</td>
<td>31/12/2999</td>
<td>Office First Aid Kit</td>
<td></td>
</tr>
<tr>
<td>EpiPenJr</td>
<td>12/02/2013</td>
<td>Feb-2015</td>
<td>31/12/2999</td>
<td>PreSchool First Aid</td>
<td></td>
</tr>
<tr>
<td>Anapen 300</td>
<td>19/03/2013</td>
<td>Apr-2015</td>
<td>31/12/2999</td>
<td>A Block First Aid</td>
<td></td>
</tr>
<tr>
<td>EpiPen</td>
<td>04/02/2013</td>
<td>Nov-2014</td>
<td>31/12/2999</td>
<td>Excursion First Aid</td>
<td></td>
</tr>
<tr>
<td>EpiPen</td>
<td>27/02/2013</td>
<td>Jun-2015</td>
<td>31/12/2999</td>
<td>Block B First Aid Kit</td>
<td></td>
</tr>
</tbody>
</table>

**Reference-Emergency Medication Type:**

- EpiPen
- EpiPenJr
- Anapen 300
- Anapen 150 (or Junior)
- Anapen 500
3. Compliance

Compliance of School Medications is tracked by the system. The school is compliant if the school has

- the correct number of current general use adrenaline autoinjectors as compared to the number of general use adrenaline autoinjectors the school has indicated in the site survey requirements panel:

![Screen capture of emergency medication requirements]

**Note:** This school will be compliant if the school has one (1) junior general use autoinjector and three (3) general use adrenaline autoinjectors.

- If current general use adrenaline autoinjectors have not expired or within 1 month of expiry.