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**Implementation Guidelines**

**Step 1: Registration**

The **Emergency Epinephrine Registry** was developed to maintain profiles of each organization that chooses to complete the necessary steps to acquire, stock and administer epinephrine auto-injectors according to the O.C.G.A § 31-1-15.

It will be necessary for each organization to register prior to beginning program implementation. Access to the Registry and instructions may be found on the Georgia Department of Public Health (DPH) webpage [www.dph.ga.gov](http://www.dph.ga.gov)/TBA.

Upon completion of registration, each organization will receive an ***Emergency Epinephrine Identification Number* (EEI#123)**. This number should be kept on file.

If an organization attempts to register and finds that they do not meet the criteria, please contact Sid Barrett, General Counsel, Department of Public (DPH) State of Georgia at 404-657-3177 or [sidney.barrett@dph.ga.gov](mailto:sidney.barrett@dph.ga.gov).

**Step 2: Training**

O.C.G.A § 31-1-15, requires that any organization that chooses to acquire, stock and administer epinephrine auto-injectors designate employees, agents or other individual(s) to complete an anaphylaxis training program. Such training should be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment. Training may be conducted online or in person and should cover, at a minimum, the following:

(1) How to recognize signs and symptoms of severe allergic reactions, including anaphylaxis;

(2) Standards and procedures for the storage and administration of auto-injectable epinephrine;

(3) Emergency follow-up procedures.

This training must be completed at least every two years following the completion of the initial training program. The department has identified two online resources that provide comprehensive training as required by law, [American Red Cross](http://www.redcross.org/take-a-class/course-dowbt000000000011096) and [EpiExpert](file:///C:\Users\sdmarbury\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\GUMWW48W\epiexpert.com\allergy-responders\allergy-crisis-training).

**Step 3: Request of Prescription**

Once training is complete, the organization will need to acquire the epinephrine auto-injector via prescription. O.C.G.A § 31-1-15 provides that any physician licensed to practice in the state of Georgia, may prescribe epinephrine in the ***name of the organization*** and that any pharmacist may dispense when presented with a prescription.

The department has developed a Physician’s Toolkit that includes a letter from Dr. Brenda Fitzgerald, Commissioner of Public Health that provides an explanation of the legislation, and a standardized Epinephrine Prescription Request From.  Access to the toolkit may be found on the DPH website at [www.dph.ga.gov](http://www.dph.ga.gov)/TBA.

**Step 4: Acquiring Medication**

***Storage***

To promote rapid, life-saving steps in an emergency, emergency medications should not be locked. While they must not be accessible to the public, they should be kept in a safe, accessible and reasonably secure location that can be properly supervised by authorized, trained staff member.

Emergency medications should be locked before and after regular day or program hours, except as otherwise determined by the organization’s Emergency Plan.

According to the manufacturer, epinephrine auto-injectors should be **stored at room temperature**until the marked expiration date, at which time the unit must be replaced. Auto-injectors should not be refrigerated as this could cause the device to malfunction. Auto-injectors should not be exposed to extreme heat, such as in the glove compartment or trunk of a car during the summer and they should not be exposed to direct sunlight. Heat and light shorten the life of the product and can cause the epinephrine to degrade. To be effective, the solution in the auto-injector should be clear and colorless. If the solution is brown, replace the unit immediately.

***Location***

The primary consideration for location of emergency medications should be safety. Considerations for making responsible and reasonable decisions about location and safety include:

* general safety standards for handling and storage of medications;
* size of the area/building;
* availability of the trained designee in the area/building;
* availability of communication devices between personnel

inside the building or outside on grounds and the individual(s) trained to administer epinephrine auto-injector;

* response time between the individual(s) trained to administer

epinephrine auto-injector and the location of the emergency;

* responsibilities of other staff, i.e. who is responsible for calling 911.

***Expiration***

The department recommends that the organization check the expiration date located on the epinephrine auto-injector monthly and obtain a new prescription for a replacement auto-injector prior to that expiration date.

***Disposal of Used/Unused Auto-Injectors***

The organization may dispose of an expired unused epinephrine auto-injectors by returning to the issuing pharmacy for disposal. Any used epinephrine auto-injectors may be returned to the issuing pharmacy for disposal.

**Step 5: Quality Assurance**

Following administration of emergency epinephrine auto –injector, the organization is required to submit a report to DPH within 48 hours. The ***Epinephrine Administration Report*** is an online form that will allow the department to monitor the incidence and details of Emergency Epinephrine administration in Georgia.

You will need the organization ***Emergency Epinephrine Identification Number* (EEI#123)** to log-in and enter the information.

Upon completion and submission of this form, you will have the opportunity to print a copy of the report for your own records. Access to the Epinephrine Administration Report may be found on the DPH website at [www.dph.ga.gov](http://www.dph.ga.gov)/TBA.