

WEEKLY TOWN BOARD MEETING

June 27, 2012

7:00 P.M.

TOWN HALL

AGENDA

1. Resolution authorizing the Recreation Department to enter into an agreement with Dr. David Burns to provide emergency care in cases of anaphylaxis, this includes training for recreation employees for Auto-Injector.
2. Kevin Donohue to discuss Inter-municipal Agreements with Putnam County.
3. Any other business that may come before the Town Board.
4. Adjournment.

Philipstown Recreation Department

Memorandum

To: Richard Shea, Town Supervisor

CC: Town Board, Town Clerk

From: Amber Stickle, Director of Recreation and Parks

Date: June 22, 2012

Re: Epi-pen policy

Due to the increase number of campers who are attending camp with epinephrine auto-injectors, I would like to go into an agreement to provide emergency care in case of anaphylaxis. This agreement was designed by the state department of health so that camps could train their staff on how to administer the auto-injector (epi-pen) in case a camper goes into anaphylaxis shock.

This agreement is between the recreation department (as the camp) and Dr. Burns. Dr. Burns will be our emergency contact if we were to have an issue and to help insure our training program is up to par. We will follow the training program established by the American Red Cross. I am a certified instructor and will be handling all the teaching.

I would like to make it clear that we will not be stock-piling or storing any injectors. We are looking to be certified to administer to those who come with a prescribed injector from a doctor. In all cases, this means that the camper has a life-threatening allergy. Right now, our policy is that a doctor needs to sign-off that the camper can "self-administer." However, the reality is this might not be possible in many cases. I would like to train our staff on how to deal with the situation to make camp as safe a place for all campers.

I will be available at the workshop to answer any questions.

Thank you.

Agreement to Provide Medical Direction Allowing Philipstown Rec to
(camp name)

Provide Emergency Care in Cases of Anaphylaxis.

This agreement has been developed between Dr. Burns located at
(doctor/hospital)
All South Division Street, Peekskill NY and Philipstown Rec located at
(doctor/hospital address) (camp name)
107 Glenlyffe Drive, Garrison NY 10524 It outlines the procedures for acquisition, storage, accounting,
(camp address) use and disposal of epinephrine auto-injectors. This agreement is entered into for the sole purpose of providing
immediate, life-saving emergency care to campers and staff of Philipstown Rec suffering
(camp name)
anaphylaxis as a result of severe allergic reaction to insects or certain food substances. It in no way permits
camp staff to engage in the practice of medicine outside the parameters set forth by this agreement.

Care Providers

Camp staff members who are assigned to the camp infirmary or otherwise designated by the camp as
emergency medical service providers (hereinafter referred to as "designated personnel") may use the
epinephrine auto-injector as outlined in this agreement. These designated personnel will have successfully
completed specialized training as outlined in this agreement. They may be responsible for storage, accounting,
use and disposal of the auto-injector.

Training

Designated personnel will have successfully completed a special training course approved by the New York
State Department of Health. The curriculum that will be used at Philipstown Rec will be
(camp name)
American Red Cross epinephrine
Auto-Injector training. The course will be taught by Amber Stickle Authorized
(curriculum) (instructor or agency) Provider.

This course will teach proper identification of anaphylaxis and treatment using the epinephrine auto-injector.
Designated personnel will complete refresher training in this subject at least every year, or as recommended by
Dr. Burns. The camp will maintain a current list of staff appropriately trained (attached). American Red Cross
(doctor/hospital)

This list will be maintained in the camp infirmary or in a place designated for medical record keeping for
Philipstown Rec
(camp name)

Acquisition of Auto-Injectors - N/A

Dr. Burns will acquire the epinephrine auto-injectors from a licensed supplier and distribute
(doctor/hospital)

them to the designated personnel or camp medical director at _____ . The maximum count of auto-injectors on site at _____ (camp name) will be no more than _____ and will not fall below a minimum count of _____ (camp name)

Storage of Auto-Injectors - N/A

The stock of epinephrine auto-injectors will be stored in a locked cabinet at _____ (camp name)'s infirmary or health office. The drug will be stored in an environment as outlined by the manufacturer's guidelines. When there is an off site trip/event, the designated personnel will keep an adequate supply of epinephrine auto-injectors with them at all times. The potential threat of anaphylaxis and the number of campers on the trip will determine the number of epinephrine auto-injectors carried for the trip. Epinephrine auto-injectors will be returned to the on site storage area upon return to the camp. At the end of the camp season, any remaining epinephrine auto-injectors will be returned to _____ (doctor/hospital) for disposition. The return of unused auto-injectors will be documented in the camp medication log.

Accounting of Auto-Injectors On site - N/A

The on site stock of auto-injectors will be counted at least twice each day or at each shift change. The count will be done by the designated personnel in possession of the keys to the supply and verified by the designated personnel receiving the keys. This count will be recorded on a log to include the location of the supply, date, time and signatures of the designated personnel performing the count. This log will be kept with the supply in a locked location. When designated personnel remove stock for an off site trip/event, they will record the number of injectors taken, the lot number, location of off site trip/event, and date and time of removal from site storage. The designated personnel removing the epinephrine auto-injectors will sign the record and the designated personnel in possession of the storage keys will verify the information by signature. Upon return from the off site trip/event, the unused epinephrine auto-injectors will be returned to the on site storage location and the log completed reflecting the return, including the signatures of the designated personnel returning the epinephrine auto-injectors and the designated personnel in possession of the on site storage keys. Use of an auto-injector during a medical emergency, including lot number and time of use, will be recorded in the epinephrine auto-injector administration log.

These logs will be maintained on site for no less than seven years. A signature list of approved and trained designated personnel will be maintained in the camp administration office, and a copy provided to _____. A new signature list will be completed and filed with each change of personnel authorized to (doctor/hospital) use the epinephrine auto-injector.

Documentation

In addition to the medication logs, additional documentation is required as follows:

Campers/Staff at Risk for Anaphylaxis: A list will be maintained in the camp infirmary or health office for each group of campers and staff who have a known history of anaphylaxis that would put them at risk for anaphylactic reaction. This list may be compiled from information submitted by campers and staff on a medical history form. This list will identify those who have proof of their own prescription for epinephrine auto-injectors, and carry their own supply or emergency kit. These lists will be updated when there are changes in staffing or campers. A copy of this list will accompany any designated personnel assigned to an off site trip/event.

Use of an Epinephrine Auto-Injector: Use of an epinephrine auto-injector both on and off site will be documented and reported to the local health department (Putnam County Department) in accordance with the mandatory reporting requirements outlined in the New York State Department of Health Children's Camp Written Plan Guidelines. (health department name) of Health

Disposal of Used Epinephrine Auto-Injectors: Immediately after use, an epinephrine auto-injector will be placed back in the packaging tube and the cap replaced. When possible, the used auto-injector will accompany the patient to the hospital. This allows the emergency department physician to see the drug and dosage that was administered. When the used auto-injector is not transported with the patient, it will be put into an approved sharps disposal container (commercially available). At the on site camp, location the container must be secured to the facility structure in a readily accessible location. When off site, the epinephrine auto-injector must be put back into the packaging tube, capped and, when not transported with the patient, turned in to the infirmary or health office for proper disposal upon return to the camp. Full sharps containers will be taken, to Putnam Hospital for disposal. Used epinephrine auto-injectors are regulated medical waste and (name of local hospital) cannot be disposed of in the regular garbage.

Administration of an Epinephrine Auto-Injector: Each use of an epinephrine auto-injector will be documented and include: the patient's name; age; gender; time of administration; anatomical location where the injector was administered; a description of circumstances surrounding its administration including the cause of the anaphylaxis, the signs and symptoms displayed by the patient prior to administration, and the patient's response to the administered drug. These should be listed chronologically. The emergency medical service (EMS) agency called to provide additional care will be documented and the name and location of the health care facility the patient is transported to will be included. A verbal report of this information will be made to the responding EMS agency and a written copy of the documentation provided, if possible. A written copy of the documentation will also be filed with the emergency health care provider (physician or hospital). Phillipstown Rec will maintain these records at camp administrative offices for at least seven years past (Camp Name) the age of majority for minors and seven years from the incident date for adults. All such records are confidential.

Notification of EMS Transport Agency: Each time an epinephrine auto-injector is administered Philipsburg Ambulance will be notified immediately by Phone call to respond to

(EMS transport agency)

(method of contact)

a location where the patient can be turned over to them for further care. The patient will be transported by Philipsburg Ambulance to a hospital emergency department for evaluation and disposition.

(EMS transport agency)

Protocol for Use of an Epinephrine Auto-Injector

(TO BE COMPLETED BY THE EMERGENCY HEALTH CARE PROVIDER)

This section will include protocols for the use of epinephrine auto-injectors in pediatric cases and may include protocols for use in adult cases.

We, the undersigned, have read and agree to the provisions stated in this document.

Amber Stickle

Camp Director / Administrator (printed name)

Camp Director / Administrator (Signature)

Date

Physician or Hospital Representative (printed name)

NYS License #: _____

DEA I.D. #: _____

Physician or Hospital Representative (Signature)

Date

Practice Protocols and Policies:

- 1) The Philipstown Recreation Department will use the American Red Cross Epinephrine Auto-Injector Training to train authorized individuals.
- 2) The training will be conducted by Amber Stickle, Authorized Provided for the American Red Cross
- 3) Only staff over the age of 18 and who hold a current CPR card will receive the Epinephrine Auto-Injector Training. This staff will be documented and assigned to any group with a child who has the need to carry an auto-injector. If an auto-injector is administered, the staff will place the auto-injector back into the plastic tube and cap replaced. The tube will then be placed back into the prescription box and handed to the EMS who accompanies the patient to the hospital.
- 4) All staff will be re-trained yearly.
- 5) All campers with the need for an auto-injector must provide a signed document designating the need by the camper's health care provider. The auto-injector box must have the prescriptions information clearly legible. This must include the camper's name, medication information, and doctors phone number. If the camper exhibits signs of anaphylaxis, the dedicated trained staff will administer the auto-injector. That staff member is responsible to send someone to call 911 immediately to obtain further medical attention and to transport the individual to the hospital.
- 6) The designated staff member will be responsible for reporting the incident to the camp health director and entering it in the camp medical log. The designated staff member will also work with the Director of Recreation to report the incident to the emergency health care provider, and the local health department.

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Epinephrine Auto-Injector Use by Children's Camps

Fact Sheet - March 2003

In 1999, Governor Pataki signed the Epinephrine Auto-injector Device Law (Chapter 578 of the Laws of 1999), which permits specially trained staff in children's day and overnight camps to use an epinephrine auto-injector device in life-threatening emergencies. For people experiencing life-threatening allergic reactions (also known as anaphylaxis), the availability of an auto-injector is a matter of life and death.

More than 2 million Americans suffer from anaphylaxis. The main causes are insect stings or ingesting food or medication to which an individual is allergic. The allergic individual's best chance of survival is an immediate injection of the medication epinephrine to counteract the body's allergic response.

What is an auto-injector?

An auto-injector is an easy-to-use pencil-like needle that injects a premeasured dose of epinephrine into someone having an anaphylactic reaction. The new law applies to auto-injectors not syringes.

Who can administer an auto-injector?

- a camper, if he/she has proof of his/her own prescription;
- a licensed health care practitioner;
- children's camp employees designated by the camp director and the camp's emergency health care provider and who have passed a training course approved by the New York State Department of Health on the use of the auto-injector.

What steps must a children's camp take to become involved in the program?

- identify a physician or hospital to serve as the camp's emergency health care provider;
- develop, sign and implement an agreement between the camp and the emergency health care provider; this must include written practice protocols and policies for use of the auto-injector;
- include the agreement as part of the written plan that the camp submits to the local health department.
- have appropriate staff trained as outlined in the agreement, and maintain a record of those trained with training dates, training

- report the incident to the camp health director and enter it in the camp medical log;
- report the incident to the emergency health care provider listed in the collaborating agreement;
- report the incident to the local health department within 24 hours;
- immediately after use the auto-injector will be placed back in the packaging tube and the cap replaced;
- whenever possible the auto-injector will accompany the individual to the hospital.

What is included in an approved training course?

- an overview of the common causes of allergic emergencies;
- how to identify the signs and symptoms of a severe allergic reaction;
- how to quickly access the Emergency Medical Service System;
- instructions for use of an auto-injector;
- safe storage, handling and disposal practices for the auto-injector ;
- the steps for providing ongoing care of the patient until emergency medical personnel arrive;
- the state regulations that allow an individual to possess and use an auto-injector in a life-threatening situation;
- a system for identifying those who carry their own auto-injector.

What will the local health department look for during the annual on-site inspection?

- implementation of the camp's written plan, including the proper storage, accountability, documentation, use and disposal of the epinephrine auto-injector per the agreement with the camp's emergency health care provider;
- a system for identifying those with severe allergies who carry their own auto-injector;
- documentation in the camp medical log and other incident reports to document when an auto-injector was used;
- a copy of the camp agreement with the emergency health care provider;
- a list of camp employees who have been trained to administer the auto-injector and proof of completion of an approved training course by those employees.
- the auto injectors on camp property all possess a current manufacturer's expiration date.

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refresher dates and curriculum followed; verification must be submitted to the local health department;

- give written notice to the local Emergency Medical Service System dispatch center that an auto-injector will be available on site (verbal and written notice to the local ambulance service is also suggested);
- file a notice of intent with the local Regional Medical Services Council (REMSCO) and attach a copy of the agreement with the health care provider;*
- notify and file a new agreement with REMSCO when there is a change in the agreement and /or the emergency health care provider.

Note: After the initial submission of the notice of intent and agreement to REMSCO, it is not necessary to re-file each season unless there is a change in the agreement or health care provider.

What must the practice protocols and policies include?

The practice protocols and policies must include:

- the curriculum used to train authorized individuals; the curriculum must be approved by the Commissioner of Health;
- designation of who will conduct the training of the authorized individuals; this will be determined by the emergency health care provider;
- designation of staff to be trained to use, acquire and dispose of the auto-injector;
- a schedule for periodic refreshment of the course material;
- a protocol for use of the auto-injector for both pediatric and adult cases;
- a plan of action when an auto-injector is used, including notification of EMS, mandatory reporting to the local Department of Health and the camp emergency health care provider, and disposal of the auto-injector in accordance with OSHA regulation 29 CFR 1910.1030;
- a procedure for obtaining, storing and accounting for the drug (It is the responsibility of the emergency health care provider to purchase and distribute the auto-injectors to the individual camps).

If there is a life-threatening emergency and an auto-injector is administered, what else must be done?

- call the local Emergency Medical Service System as quickly as possible to obtain further medical attention and to transport the individual to the hospital;

For additional information on this new law and for a list of training courses approved by the New York State Department of Health, contact:

Bureau of Community Environmental Health and Food Protection	Bureau of Emergency Medical Service
Children's Camp Program	Operations Unit
(518) 402-7630	(518) 402-0996

Currently approved manufacturers of epinephrine auto-injector:

EpiPen® and EpiPen, Jr. ®
Meridian Medical Technologies
10240 Old Columbia Road
Columbia, Maryland 21046
Website: www.meridianmeds.com

Regional EMS Councils

Hudson Valley Regional EMS Council

*103 Executive Drive, Suite 400
New Windsor, New York 12553
(845) 245-4292
(845) 245-4181 Fax
www.hvremSCO.org*

Counties: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster