

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 6.405

### Students with Adrenal Insufficiency

November 15, 2024

When medication is administered to treat adrenal insufficiency, each dosage shall be documented, and the parent(s)/guardian(s) and 911 shall be notified immediately.

A student diagnosed with adrenal insufficiency shall not be excluded from a school activity due to the possibility of having an adrenal crisis. The teacher organizing the school activity shall coordinate in advance with the principal, school nurse, and the student's parent(s)/guardian(s) to meet the student's health care needs while on school transportation and during the school activity.

Per the Department of Education's *Guidelines for Health Care in a School Setting*, the following steps shall be followed when administering medication for adrenal insufficiency:

1. Wash your hands before preparing the injection;
2. Read the label to ensure you have the correct medication and check the expiration date;
3. Press firmly down on the yellow top to force the diluent into the lower chamber and gently mix the solution without shaking it;
4. Turn the vial upside down a number of times. Do NOT shake the vial. The solution is initially cloudy but then clears;
5. Remove the plastic tab covering the rubber stopper and wipe the top of the vial with an alcohol swab;
6. Connect the 2mL syringe and the vial access cannula/drawing-up needle firmly together;
7. Place the vial on a firm surface and insert the access cannula/drawing-up needle through the rubber stopper;
8. With the access cannula/drawing-up needle in the vial, invert the bottle and withdraw the correct dose. If using a "drawing-up" needle, keep the needle tip below the fluid level;
9. Change to the injection needle. Use the needle size recommended by your clinic nurse;
10. Flick out any air bubbles and expel any excess air;
11. Clean the skin surface with an alcohol swab;
12. Holding the syringe firmly, give the injection by quickly inserting the needle fully through the skin surface on the outer thigh into the muscle layer;
13. Push the plunger until the dose is fully injected. This will only take about 10 seconds;
14. Remove the needle and place in a sharps container; and
15. Press the cotton swab firmly over the site for a few seconds. The injection will work quite quickly, but supervision is still required.

Once administered, the school nurse or trained school personnel shall wait until help arrives. Under no circumstances shall the student be left unattended. During this time, the student shall be turned on his/her side and monitored.

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