

Stock Asthma Medication: Implementation Guidance for Schools

Toolkit

Thank you for completing the Stock Asthma Medication: Implementation Guidance for Schools course. We are pleased to bring you this training and related materials to assist with your implementation of an emergency stock quick-relief asthma medication program in your school. We understand the importance of having lifesaving, quick-relief asthma medication available for students, school employees, and visitors to the school. Please note that this toolkit references the use of inhalers for emergency stock quick-relief asthma medication instead of nebulizers; so just be mindful of that if your school or district has a nebulizer policy adjust text as necessary. Inhalers are more portable for use on field trips or school-sponsored athletic events. This packet includes the following templates and forms that you may use and reproduce:

1. Instructions
2. Implementation Checklist
3. Trained School Staff Tracking Form
4. Standing Medical Order and Prescription Templates
5. Data Elements for Documentation & Reporting
6. Emergency Stock Quick-Relief Asthma Medication Usage Event Log Template
7. Parent/Guardian Communication (English and Spanish)

We hope these forms and templates help save you time, give you a foundation and confidence in implementing an emergency stock asthma medication program at your school. Please email asthma@lung.org with any questions.

The Stock Asthma Medication: Implementation Guidance for Schools Toolkit uses tools originally authored by the Arizona Asthma Coalition in collaboration with the Arizona Disease Research Center at the University of Arizona in Tucson. The resources provided in this toolkit were adapted with permission from the Arizona Asthma Coalition, *Toolkit for the Emergency Administration of Albuterol in the School Setting for Respiratory Distress Version 1, October 2017*. Copyright 2017. Arizona Asthma Coalition.

Emergency Stock Asthma Medication

Instructions

Modify this letter to meet the needs of your school or community. Replace text as appropriate.

Section 1: Getting Started

1. Review the materials in digital toolkit which includes all necessary supplies, documentation forms and program resources.
2. Identify a minimum of two (2) school personnel that will complete the online training curriculum and sign the Trained School Staff Tracking Form. PE teachers, coaches & other office personnel can serve as a second person.
3. Complete the designated training to administer emergency stock quick-relief asthma medication (e.g. American Lung Association's Stock Asthma Medication: Implementation Guidance for Schools online training course).
4. Attach the "Completion Certificates" to the back of the Trained School Staff Tracking Form for the two (2) individuals that have completed the online training. These individuals will be the designated personnel who will administer the stock quick-relief inhaler. This step ensures that your school follows the state requirements.
5. Ensure a minimum of two (2) individuals have completed the online training curriculum and signed the Trained School Staff Tracking Form for your school.

Section 2: Stock quick-relief inhaler use

1. When the emergency stock asthma medication is used on an individual, the **Emergency Protocol & Action Plan** for this program **MUST** be used. Individuals that have an existing inhaler and Asthma Action Plan (AAP) but forgot their personal inhaler may still use the emergency stock asthma medication; however, the **Emergency Protocol & Action Plan** must be used and not their existing AAP. For any questions regarding this matter, please contact _____.
2. Each time the stock quick-relief asthma medication is administered, document its use on the **Emergency Stock Quick-Relief Usage Event Log**. During the year, the completed logs should be kept together in a binder and will be collected at the end of the school year. A copy can be made of the log to include in the child's personal health record.
3. Each time the emergency stock quick-relief asthma medication is administered, a new, disposable valved-holding chamber should be used if it is a metered-dose inhaler.

- The emergency stock quick-relief asthma medication should remain UNLOCKED and in a designated spot. Locking the stock quick-relief inhaler defeats the purpose of having an emergency quick-relief inhaler.

Section 3. Other Considerations

- Review and discuss with your school’s administration department if your school / campus needs to have more than one (1) inhaler. Schools with large campuses, sports teams, and frequent school-sanctioned events may need to consider additional inhalers and supplies.
- For additional supplies and inquiries, please email _____ with requests for additional supplies.

Section 4: End-of-school year

- Make a copy of all completed Emergency Stock Quick-Relief Usage Event Logs.
- Black out or redact the individual’s name.
- Send the copied logs to the following address:

Organization:					
Contact Name:					
Street:					
City:		State:		Zip:	

Section 5: Program Checklist

- ✓ Received a copy of the Emergency Protocol & Action Plan.
- ✓ Received _____ 200-dose albuterol sulfate metered dose inhaler.
Enter Number
- ✓ Received supply of valved holding chambers (plastic or cardboard).
- ✓ Designated a minimum of two (2) individuals as the school’s trained school personnel that will administer the emergency stock asthma medication.
- ✓ Attached two (2) copies of trained staff members’ Stock Asthma Medication: Implementation Guidance for Schools certificates to the Trained School Staff Tracking Form.

Implementation Checklist

Please complete the following checklist to ensure all requirements for program participation have been met. Check each step that has been completed and return the completed enrollment form to the program coordinator (contact information is provided below).

Received copy of the Emergency Protocol & Action Plan

Received supply of quick-relief inhalers

Received supply of valved holding chambers

Designated a minimum of two (2) individuals as the school's trained staff members to administer quick relief medication.

Attached two (2) copies of trained staff members' Stock Asthma Medication: Implementation Guidance for Schools training certificates.

We acknowledge that we have received the appropriate training, supplies, and have designated a minimum of two trained staff members to administer stock quick-relief medication at this school.

REQUIRES A MINIMUM OF TWO (2) TRAINED STAFF MEMBERS' SIGNATURES:

Trained Staff Member 1 Name: _____

Trained Staff Member 1 Signature: _____

Trained Staff Member 2 Name: _____

Trained Staff Member 2 Signature: _____

Trained Staff Member 3 Name: _____

Trained Staff Member 3 Signature: _____

Trained Staff Member 4 Name: _____

Trained Staff Member 4 Signature: _____

Emergency Stock Asthma Medication Trained School Staff Tracking Form

The following individuals will be responsible for administration of emergency stock quick-relief asthma medication (a minimum of two [2] individuals are required):

TRAINED STAFF MEMBER 1

Last Name		First Name	
Title			
Email Address			
Phone Number			

TRAINED STAFF MEMBER 2

Last Name		First Name	
Title			
Email Address			
Phone Number			

TRAINED STAFF MEMBER 3

Last Name		First Name	
Title			
Email Address			
Phone Number			

TRAINED STAFF MEMBER 4

Last Name		First Name	
Title			
Email Address			
Phone Number			

Attach staff Certificates of Completion along with this form.

Standing Medical Order

For the Emergency Administration of Short-Acting Bronchodilator (e.g., Albuterol Inhaler)
by a Trained Individual for a Student Exhibiting Respiratory Distress/Asthma Exacerbation

STANDING ORDER ISSUED TO:

Name of School District (If applicable)

Name of School

School Street Address

City

State

Zip Code

STANDING ORDER:

Any employee of a school district or charter school (or agent of that school district or charter school) who is trained in the administration of inhalers may administer or assist in the administration of a short-acting bronchodilator inhaler (e.g., albuterol inhaler) to a student whom the employee believes in good faith to be exhibiting symptoms of respiratory distress/asthma while at school or at a school-sponsored activity. The employee must have completed the mandatory online curriculum, "Stock Asthma Medication: Implementation Guidance for Schools" training in accordance with state statute.

ASSESSMENT:

Signs of respiratory distress include any of the following symptoms, or combination thereof: struggling to breathe, coughing, wheezing, noisy breathing, decreased breath sounds, whistling in the chest, chest pain, chest tightness, shallow breathing, breathing hard or fast, shortness of breath, nasal flaring, difficulty speaking, blueness around the lips or fingernails, chest retractions, and/or use of accessory muscles.

IMPLEMENTATION AND STANDING MEDICAL ORDER:

The trained employee will assess the individual's symptoms of respiratory distress/asthma and respond according to the attached Emergency Protocol and Action Plan.

QUALITY ASSURANCE:

The trained employee will complete the Stock Quick-Relief Usage Event Log detailing the name of the individual, description of the individual, information regarding albuterol use, and EMS information. The completed documentation form shall be signed by the trained employee and remain on file with the school for a minimum of 5 years.

EXPIRATION AND DISPOSAL OF UNUSED SHORT-ACTING BRONCHODILATOR INHALER(S):

A trained employee shall check the expiration date located on the stock inhaler(s) monthly and obtain a new prescription for a replacement short-acting bronchodilator inhaler(s) prior to the expiration date. A trained employee shall dispose of any expired stock inhaler(s) in a manner consistent with current state medication policies for disposal.

Effective Date (MM/DD/YYYY)

Renewal Date (MM/DD/YYYY) / One year from effective date

Physician Signature

Physician Name (Please Print)

Physician Phone Number

Prescription for Short-Acting Bronchodilator (e.g. Albuterol Inhaler) For School Use Pursuant To (bill number)

Modify this letter to meet the needs of your school or community. Replace highlighted text as appropriate.

ISSUED TO:

Name of School District (If applicable)

Name of School

School Street Address

City

State

Zip Code

Rx: Albuterol HFA Inhaler(s)

Sig: Use per protocol

To be administered, as needed, to an individual in respiratory distress in accordance with "Standing Medical Order for the Emergency Administration of Short-Acting Bronchodilator (e.g., albuterol inhaler) by a Trained Individual for a Student Exhibiting Respiratory Distress Pursuant to [insert bill number]". The stock inhaler must be administered by a trained employee or licensed health care provider.

_____ Inhaler(s) _____ valved holding chamber(s) from [Manufacturer Device Name]
Quantity Quantity

Refills: ZERO

Effective Date _____ Renewal Date _____ / One year from effective date

Physician Signature

Physician Name (Please Print)

Physician Street Address

City

State

Zip Code

Physician Phone Number

Data Elements for Documentation of Stock Quick-Relief Usage Event Reporting in Schools

Description	Data Element
Date	Date the event occurred
Time	Time the event occurred
Responding Person	Fill in the blank space for name and role
Student's or individual's name	First name and Last name
Student's or individual's age or date of birth	Fill in the blank space
Student's or individual's gender	Male Female Nonbinary
Student's or individual's race	American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Multiracial
Student's or individual's ethnicity	Hispanic or Latino Non-Hispanic or non-Latino
Previously known asthma diagnosis	Yes No Unknown
Reason for stock albuterol use (e.g., symptoms)	
Number of inhaler actuations (e.g., puffs)	Checkboxes for number of puffs based on protocol; also provide option for off-protocol with blank for number puffs and reason
Student or individual's disposition status	Returned to class Sent home Summoned EMS and not transported Summoned EMS and transported
Contact with parent/guardian	Open-ended
Comments (e.g., why stock albuterol inhaler was used)	Open-ended

Abbreviation: EMS = emergency medical services.

Additional information can be recorded at the school level or individual level, including the national drug code and lot number of the albuterol medication.

The Data Elements for Documentation of Stock Quick-Relief Usage Event Reporting in Schools was adapted with permission from Volerman A, Lowe AA, Pappalardo AA, et al. Ensuring Access to Albuterol in Schools: From Policy to Implementation. An Official ATS/AANMA/ALA/NASN Policy Statement. Am J Respir Crit Care Med. 2021;204(5):508-522. [doi:10.1164/rccm.202106-1550ST](https://doi.org/10.1164/rccm.202106-1550ST). Copyright 2021 by the American Thoracic Society.

Stock Quick-Relief Asthma Medication Usage Event Log

School Name _____ Date of incident _____

Name (Last, First) _____ DOB _____

Gender: Male Female Other

Is the individual Hispanic or Latino? Yes (Hispanic / Latino) No (Non-Hispanic / Non-Latino)

What is the individual's race? (Please select all that apply.)

- American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Pacific Islander
 White Other If other, please specify: _____

Did the individual have a known asthma diagnosis before this day?

Yes No Do not know

Trained School Personnel's Name (Last, First) _____

Location where symptoms developed _____ puffs
Number of albuterol puffs

Time of day albuterol was administered: _____ A.M. P.M.

Disposition Status:

- Called 9-1-1 and transported via EMS Sent home with parent / guardian / caregiver
 Called 9-1-1 and NO EMS transport Returned to class

EMS Agency Name (If Applicable) _____ Time EMS called (If Applicable) _____

Name of Hospital individual was transported to (If Applicable) _____ Time EMS arrived (If Applicable) _____

Standing order authority (Physician's Name) _____

Comments:

This form shall remain on file with the school for a minimum of _____ years.

Parent/Guardian Communication

Modify this letter to meet the needs of your school or community. Replace text as appropriate.

Date

School Name
Street Address
City, State Zip

Dear Parent or Guardian,

We are writing to inform you about a new school health program that will make schools safer for individuals with asthma. This year **Enter State** passed a law that allows your child's school to maintain and administer a quick-relief asthma inhaler **Enter drug name** (e.g., albuterol, levalbuterol) to treat individuals who experience sudden life-threatening respiratory distress while at school. **Enter drug name** is an inhaled medication that quickly opens the tubes that move air into and out of the lungs making it easier to breathe. This medication is safe and effective. Because an asthma episode can happen at any time, having immediate access to a quick-relief inhaler is important to make schools safe for children with asthma.

Several personnel from your child's school will be trained to respond to an individual experiencing respiratory distress quickly and safely. While school staff will make every effort to contact parents before giving the stock quick-relief asthma medicine to your child, the law allows them to administer the medicine in an emergency without prior parental contact.

If your child has asthma, we urge you to notify your child's school and provide them with an asthma action plan from your child's doctor. Because the stock inhaler is not intended to replace a child's personal inhaler, we encourage you to send a personal inhaler with your child for use at school if your child has asthma.

If you have any questions or concerns, please contact your school's health office.

Sincerely,