



**Education &  
Communities**

**NSW Schools**

# **ERN School Medications User Guide v 2**

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

## NOTES:

DRAFT

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DRAFT

# **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 Health 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 screenshot shows the 'School Medications' interface within the ERN system. The top navigation bar includes 'Registration Offer Setup', 'Email Validation', 'Access Request Email Administration', and 'School Medications'. The main content area is titled 'Your School' and contains a search bar for 'School Name (lookup if more than one) : Palm Tree Public School'.

Below the search bar is the 'My School - Emergency Medications' section. It contains a form with the following fields and callouts:

- Please indicate minimum number of Auto-Injectors required to support the schools enrolment**
  - \*Junior Adrenaline Autoinjector (Pre-school students only)**: 1 (Callout: 'The School has a Pre-School so they need a Junior Auto Injector')
  - \*General Use Adrenaline Autoinjector**: 3 (Callout: 'School has undertaken a site assessment and determined they need 3 General Use Auto-Injectors')
  - Total**: 4
- Health Condition - Compliance Reporting:**

Staff selected in the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements

**Please select the required staff from the left box below who should be notified by an email.**

Select staff and use << or >> to add/remove.

**Staff that will NOT be notified by email**

  - Brown, Charlie
  - Bunny, Bugs
  - Cat, Sylvester
  - Duck, Donald
  - Mouse, Minnie
  - Sailor, Popeye

**Staff that will be notified by email\***

  - Smith, Tom

Callouts for staff selection: 'List of Staff in the School' points to the left list; 'The Principal will be automatically displayed in the list and cannot be removed.' points to 'Smith, Tom'.

At the bottom are 'Cancel' and 'Save' buttons.

The screen is divided into a number of panels to collect information:-

## 2.1 General Use Adrenaline Autoinjector School needs

My School - Emergency Medications


Please indicate minimum number of Auto-Injectors required to support the schools enrolment

\*Junior Adrenaline Autoinjector (Pre-school students only) :1

\*General Use Adrenaline Autoinjector :3

Total :4

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

Health Condition - Compliance Reporting:

Staff selected in the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements

Please select the required staff from the left box below who should be notified by an email.

Select staff and use << or >> to add/remove.

**Staff that will NOT be notified by email**

- Brown, Charlie
- Bunny, Bugs
- Cat, Sylvester
- Duck, Donald
- Mouse, Minnie
- Sailor, Popeye

**Staff that will be notified by email\***

- Smith, Tom

Buttons: Add To Notification List >>, << Remove From Notification List, Cancel, Save

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.

**Health Condition - Compliance Reporting:**  
Staff selected in the email notification list will be sent an email weekly with a list of students who have not meet the Health Care compliance reporting requirements

Please select the required staff from the left box below who should be notified by an email.

Select staff and use << or >> to add/remove.

**Staff that will NOT be notified by email**

- Bunny, Bugs
- Cat, Sylvester
- Duck, Donald
- Sailor, Popeye

Add To Notification List >>

<< Remove From Notification List

**Staff that will be notified by email\***

- Brown, Charlie
- Mouse, Minnie
- Smith, Tom

Cancel Save

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.

**Emergency Medications**

Show Historical : ☐ show any historical auto injectors

Type	Purchase Date	Expiry Date	End Date	Note
EpiPen	11-Dec-2012	Mar-2014	31-Dec-2014	Office First Aid Kit
EpiPenJr	12-Feb-2013	Feb-2015	31-Dec-2015	PreSchool First Aid
Anapen 300	19-Mar-2013	Apr-2015	31-Dec-2015	A Block First Aid
EpiPen	04-Feb-2013	Nov-2014	31-Dec-2014	Excursion First Aid

**Create Medication Details**

Dropdown list of Auto Injector Types that can be added.

**Medications**  
EpiPen

Cancel Create

Ability to create a new Auto Injector in the list

A list of Auto Injectors that have been purchased by the school and are still current

**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.

The screenshot displays the 'Emergency Medications' interface. At the top, there is a header bar with the title 'Emergency Medications'. Below this, a checkbox labeled 'Show Historical : ☒' is visible. The main area contains a table with the following columns: Type, Purchase Date, Expiry Date, End Date, and Note. The table lists five entries for EpiPen and Anapen 300. The last entry for EpiPen has an end date of 15-Mar-2013 and a note stating 'A Block First Aid. Used on the 15th March on student - Tom Red'. Below the table is a section titled 'Create Medication Details' which includes a dropdown menu for 'Medications' (currently set to 'EpiPen') and 'Cancel' and 'Create' buttons. A green callout box points to the 'End Date' column of the last row in the table, containing the text: 'Auto Injector has an End Date in the past, i.e Historical. It has been used.'

Type	Purchase Date	Expiry Date	End Date	Note
EpiPen	11-Dec-2012	Mar-2014	31-Dec-2999	Office First Aid Kit
EpiPenJr	12-Feb-2013	Feb-2015	31-Dec-2999	PreSchool First Aid
Anapen 300	19-Mar-2013	Apr-2015	31-Dec-2999	A Block First Aid
EpiPen	04-Feb-2013	Nov-2014	31-Dec-2999	Excursion First Aid
EpiPen	11-Feb-2013	Mar-2015	15-Mar-2013	A Block First Aid. Used on the 15th March on student - Tom Red

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 15<sup>th</sup> March 2013.

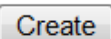


## Adding a General Use Adrenaline Autoinjector.

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

The screenshot shows the 'Create Medication Details' form. A dropdown menu titled 'Medications' is open, displaying a list of options: EpiPen, EpiPen Jr, Anapen 300, Anapen 150 (or Junior), and Anapen 500. A green callout box with an arrow pointing to the dropdown menu contains the text: 'Select the type of Auto Injector to add'.

**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  button

The screenshot shows the 'Emergency Medical Details' form. It includes fields for '\*Purchase Date', '\*Expiry Date', and '\*End Date'. The '\*End Date' field is pre-filled with '31/12/2999'. Below these fields is a 'Notes' section with a text area and a date '0/2048'. A green callout box points to the '\*Purchase Date' field with the text: 'Date the Auto Injector was purchased.' Another green callout box points to the 'Notes' section with the text: 'Notes'. At the bottom of the form, there is a message: 'An email will be sent to all staff selected above one month prior to the medication expiry date'. Buttons for 'Cancel', 'Save', 'Save & Exit', and 'End Date' are at the bottom.

**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.

## After Save

**Emergency Medical Details**

**\*Purchase Date :** 27/06/2013 **\*Expiry Date :** Jun 2015 **\*End Date :** 31/12/2999

Block B First Aid Kit

**Notes:**

21/2048

*An email will be sent to all staff selected above one month prior to the medication expiry date*

Cancel Save Save & Exit End Date

The list has been updated with the new Autoinjector.

**Emergency Medications**

Show Historical : ☐

Type	Purchase Date	Expiry Date	End Date	Note
EpiPen	11-Dec-2012	Mar-2014	31-Dec-2999	Office First Aid Kit
EpiPenJr	12-Feb-2013	Feb-2015	31-Dec-2999	PreSchool First Aid
Anapen 300	19-Mar-2013	Apr-2015	31-Dec-2999	A Block First Aid
EpiPen	04-Feb-2013	Nov-2014	31-Dec-2999	Excursion First Aid
EpiPen	27-Jun-2013	Jun-2015	31-Dec-2999	Block B First Aid Kit

## 2.4 School Medications Report

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

**ERN School Enrolment**

**Dynamic Reports** | **Formatted Reports**

Immunisation Report | Student Health Care Summary Report | **School Medications Report** | Emergency Contacts Report | Student Group Report | Validation Report | Address Validation Report

Ghosted Enrolment | Leavers Report | Merge Report | Regional Report | Enrolment Counts By Date | Suspension Summary Report

**School Medications Report**

Formatted Reports

Run in Non Compliance Mode

School Name : Palm Tree Public School

Non Compliant Only : ☐

Include Historical : ☐

Medication Expires on or before : Month Year

Report Schedule

Report Name :

Run Report : Now

Report Format : PDF

Email Notification : ☐

Report Header Criteria : Include Changed Criteria

DEC Criteria : ☐

Schedule Report School Criteria : ☐ Save Criteria Load Criteria

Run in Non Compliance Mode

School Historical Auto Injectors

Show Auto Injector that will expire before this date entered.

Reports

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

# Palm Tree Public School

## School Medications Report

Adrenaline Autoinjector Stock Level:	Minimum Required:	Number in Stock:
Junior Adrenaline Autoinjector (Pre-school students only):	1	1
General Use Adrenaline Autoinjector:	3	4

### Medications

Medication Type	Purchase Date	Expiry Date	End Date	Notes	Messages
EpiPen	11/12/2012	Mar-2014	31/12/2999	Office First Aid Kit	
EpiPenJr	12/02/2013	Feb-2015	31/12/2999	PreSchool First Aid	
Anapen 300	19/03/2013	Apr-2015	31/12/2999	A Block First Aid	
EpiPen	04/02/2013	Nov-2014	31/12/2999	Excursion First Aid	
EpiPen	27/06/2013	Jun-2015	31/12/2999	Block B First Aid Kit	

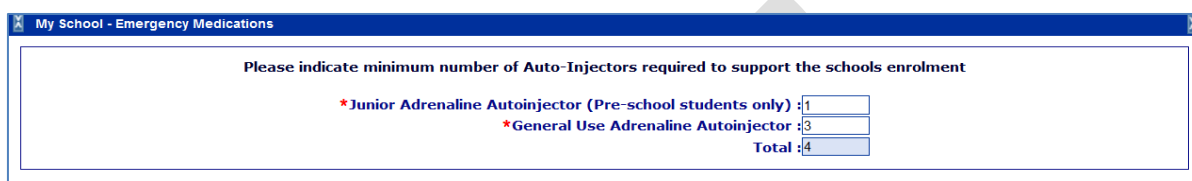
### Reference-Emergency Medication Type:

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:



The screenshot shows a web form titled "My School - Emergency Medications". Inside the form, it says "Please indicate minimum number of Auto-Injectors required to support the schools enrolment". There are three input fields: "Junior Adrenaline Autoinjector (Pre-school students only)" with the value 1, "General Use Adrenaline Autoinjector" with the value 3, and a "Total" field with the value 4.

Category	Value
* Junior Adrenaline Autoinjector (Pre-school students only)	1
* General Use Adrenaline Autoinjector	3
Total	4

**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.