

# Epinephrine Auto-Injector (EAI) Training Checklist for Unlicensed Personnel

**This review is for:**

- Adrenaclick/Epinephrine Auto-injector, USP (Generic version)
- Auvi-Q™
- Epi-Pen®/ Epi-Pen Jr.®

Trainer Name:
Trainer Title : <input type="checkbox"/> RN <input type="checkbox"/> NP <input type="checkbox"/> PA <input type="checkbox"/> MD/DO <input type="checkbox"/> Collaborative Provider Designee
School Name:
School Staff Member Name:

<b>Knowledge Check for Administering EAI</b>	Trainer Initials	Date	Review Date/ Trainer Initials
Staff member provides copy of Allergy Management and Epinephrine Training post-test which indicates 100% accuracy.			
Accurately reads and follows an emergency care plan (ECP)			
Accurately reads auto-injector label and identifies dose needed			

<b>Skills Check for Administering EAI</b>	Trainer Initials	Date	Review Date/ Trainer Initials
Calls/instruct someone to call 911 and activate school emergency response plan			
1. Checks expiration date and make sure solution is clear			
2. Pulls off end cap, remove safety guard if brand requires it			
3. Places tip of injector on outer thigh at 90° angle. (through clothing if needed)			
4. Presses hard into thigh until click or verbal prompt is heard			
5. Holds in place for 5 or 10 seconds (dependent on brand), then removes and massage injection site for 10 seconds			
6. Place used auto-injector into protective case if directed by manufacturer			
7. Instructs victim to lie down until EMS arrives			
8. Disposes of used auto-injector as indicated in school plan			
9. Documents use as indicated in school plan			
10. Informs required individuals as indicated in school plan			

This training is valid for the school year in which it is given. Training should be renewed annually.  
This record should be maintained for one year.

Trainer Signature: \_\_\_\_\_

Staff Member (Designee) Signature: \_\_\_\_\_