



EVANSVILLE
BAPTIST CHURCH
"YOUR PLACE TO FIND FAMILY"

Health Information and EpiPen Administration Policies and Procedures

Overview:

Evansville Children's Ministry is dedicated to bringing church and family together for a child's spiritual growth. To do this, we strive to provide a safe environment for the children who attend our programming. One way we do this is to be aware of any medical problems a child has, including allergies. We know that allergies can be caused by various sources such as certain foods (peanuts, tree nuts, milk, wheat, etc.), animal allergies, insect stings or bites, medication, environmental agents, latex, etc. and that reactions range from mild to severe. We also understand that some children suffer from other health issues such as asthma or diabetes which may be taken into account in our programming.

To help up care for your child, we need you to complete the attached Detailed Health Form. If your child has severe allergies and you want our staff to administer an EpiPen in the event of an emergency, you must also complete and return Part 2 of the Detailed Health Form as well as the half-sheet EpiPen Administration Permission Form which we require to accompany your child's EpiPen in a zip lock bag. If you have any questions or concerns, please contact Pastor Andrew Harris at (304) 901-0632 or pastorharrisa@ebcniles.com

Snack Policies:

Our Children's Ministry strives to be consistent with our snacks. The following are foods that are generally served at our weekend communities:

- Infants through Walkers – puffs and Cheerios (If you prefer that Cheerios not be provided, please write your child's teacher a short note.)
- Walkers – 2's – Goldfish, Cheerios and Animal Crackers.
- Preschool through Kindergarten – Graham crackers, Goldfish, Pretzels and Animal Crackers.
- 1st through 4th Grade – No snack is served on a regular basis except at Vacation Bible School

Parents are welcome to bring snacks for their own child if he/she cannot have any of the above items. Please let the worker know they have a snack.

Health/Allergy Forms Information:

1. We encourage any parent or guardian whose child has allergy or health concerns to submit a Detailed Health Form. If the child may require the use of an EpiPen, please also complete part 2 of the Detailed Health Form.
 - A. Forms can be obtained on our church's website at ebcniles.com/forms
 - B. New Detailed Health Forms will be distributed at the start of each school year so we can update our records. If during a school year, there is a change in the child's allergies and/or dosage or conditions under which EpiPens are to be given, please submit a new Detailed Health Form. A half-sheet EpiPen Administration Permission Form should be completed and included in a zip lock bag with provided Epi-

Pens, consistent with the EpiPen policies below. EpiPen Administration Permission Forms may be used week to week.

EpiPen Policies:

1. Children's Ministry staff and volunteers are not professional medical personnel. However, basic EpiPen administration training is offered for staff and key volunteer leaders. While we attempt to have trained individuals present at all times, we cannot guarantee that such an individual will always be immediately available in the event of an emergency.
2. We do not provide EpiPens. They must be prescribed by a physician for a specific child and brought to church by a parent each time the child is in attendance.
3. If a child requires the use of an EpiPen, we must have the following:
 - A. A Detailed Health Form with Part 1 and 2 completed and signed by the parent or the legal guardian.
 - B. EpiPens (preferably two) inside a zip lock bag including the completed half sheet EpiPen Administration Permission Form. EpiPens must be properly and clearly labeled with:
 1. The child's first and last name
 2. The dosage of Epinephrine
 3. The expiration date (We will not accept expired EpiPens.)
 4. Children's Ministry staff and volunteers will not administer any medication except for an EpiPen in the event of an emergency.

Procedures:

1. Remind the classroom teacher about your child's health issues or allergies each time you take him/her to class or an event. We strongly suggest that you attend the same service each week so staff and volunteers become familiar with your child's specific needs and can provide the best possible care for your child.
2. If your child requires the use of an EpiPen, place the EpiPens (preferably two) into a zip lock bag with the completed half sheet EpiPen Administration Permission Form which may be reused from week to week.
3. The zip lock bag is to be hand-delivered to the teacher or adult in charge of the classroom or event unless the child is approved to carry his/her own EpiPens.
4. Should a child stay in the classroom for two services, a Children's Ministry staff member or volunteer will be responsible for moving a child's EpiPen to his/her new location, if applicable.
5. If your child has an anaphylactic reaction and has an EpiPen, the following will occur:
 - A. The EpiPens in their respective zip lock bag will be retrieved from the Church Office
 - B. A Children's Ministry staff member or volunteer will check the half sheet EpiPen Administration Permission Form in the zip lock bag to determine parent permission and the EpiPen dosage information.
 - C. An EpiPen will be administered by a Children's Ministry staff member or volunteer. If no trained individual is available the EpiPen will not be administered until one is present.
 - D. 911 will be called.
 - E. The parents or legal guardian will be called by pager or cell phone number.
8. Take your child's EpiPen with you at the end of the class or event. The Children's Ministry staff is not responsible for any medication left at Evansville Baptist Church and will not store EpiPens. If you accidentally leave EpiPens, you will be called to come pick them up from a locked cabinet located in the church office.

Evansville Baptist Church Detailed Health Form

(Part 1 – Health and Allergy Concerns)

Child's Name: _____

Father's Name: _____

Mother's Name: _____

Legal Guardian's Name: _____

Doctor's Name: _____

My child has diabetes My child as asthma

Birth Date: ____ / ____ / ____ Age: _____

Cell Phone: _____

Office Phone: _____

My child is allergic to:

Food (peanuts, tree nuts, shellfish, etc.)

Please specify:

Type of reaction:

Animals, or insect stings or bites (dogs, cats, bee stings, fire ant bites, spider bites, etc.)

Please specify:

Type of reaction:

Drug or Medication (Penicillin, etc.)

Please specify:

Type of reaction:

Environmental Agents (dust, pollen, mold, animal dander, poison ivy or oak)

Please specify:

Type of reaction:

Other (such as seizures, asthma, diabetes, hemophilia)

Please specify:

Type of reaction:

If you have checked off any of the above boxes, please explain the severity and list the reactions:

My child no longer has allergic reaction symptoms to:

If your child has a severe allergy that requires the administration of an EpiPen, please complete Part 2 – EpiPen Administration Permission Form (the next page of this document).

I have read and understand that the Evansville Baptist Church Children’s ministry staff will not administer any medication except for an EpiPen by a trained staff member or key volunteer in the event of an emergency.

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date

Evansville Baptist Church
Detailed Health Form and Release
(Part 2 – EpiPen Administration Permission)

To be completed by parent or legal guardian and kept on record by Evansville Baptist Church Children's Ministry Staff:

Child's Name as it appears on the EpiPen:

I hereby authorize the Evansville Baptist Church Children's Ministry staff and volunteers to administer an EpiPen to my child if he/she has known exposure and/or a severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Evansville Baptist Church and any of its staff, volunteers, or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses,) demands or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present. I have read the Health Information Administration Policies and Procedures and agree to provide two EpiPens as required. I understand that 911 will always be called when an EpiPen is administered to my child.

The following EpiPen has been prescribed. Check as appropriate:

EpiPen (the premeasured dose is 0.3mg. of Epinephrine) Give the initial dose.

Repeat the dose in 15 minutes if a professional emergency team has not arrived.

EpiPen Jr. (the premeasured dose is 0.15mg. of Epinephrine) Give the initial dose. Repeat the dose in 15 minutes if a professional emergency team has not arrived.

My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He/she will carry EpiPens at all times.

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date: _____

To be completed by a Evansville Baptist Church Children's Ministry staff member: The above has been reviewed with the parent or legal guardian. Additional remarks:

Evansville Children's Ministry Staff Printed Name

Evansville Children's Ministry Staff Signature.

Date: _____

EpiPen Administration Permission Form and Release

To be completed by parent or legal guardian and placed in zip lock bag with EpiPens:

Child's Name as it appears on the EpiPen: _____

Age/Grade: _____

Parent/Guardian Emergency Cell/Phone:

My child is allergic to:

I hereby authorize the Evansville Baptist Church Children's Ministry staff and volunteers to administer an EpiPen to my child if he/she has known exposure and/or severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Evansville Baptist Church and any of its staff, volunteers or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands, or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present.

The following EpiPen has been prescribed. Check as appropriate:

EpiPen (the premeasured dose is 0.3mg. of Epinephrine)

EpiPen Jr. (the premeasured dose is 0.15mg. of Epinephrine)

My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He/she will carry EpiPens at all times.

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date: _____

EpiPen Administration Permission Form and Release
(Storage Copy)

To be completed by parent or legal guardian and placed in zip lock bag with EpiPens:

Child's Name as it appears on the EpiPen: _____

Age/Grade: _____

Parent/Guardian Emergency Cell/Phone:

My child is allergic to:

I hereby authorize the Evansville Baptist Church Children's Ministry staff and volunteers to administer an EpiPen to my child if he/she has known exposure and/or severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Evansville Baptist Church and any of its staff, volunteers or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands, or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present.

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My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He/she will carry EpiPens at all times.

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date