**Incident Reporting Following the Use of Undesignated Emergency Medications**

**After-Incident Care Coordination**

After-incident protocols should be carried out after the student is confirmed stable and/or released into the custody of their parent/guardian or EMS for transportation to a hospital. As part of the after-incident protocol, AOMs must communicate with school health personnel to ensure care coordination following administration of undesignated emergency medication (UEMs) and update the Liaison regarding the emergency. AOMs should prepare the after-incident written report promptly to ensure an accurate recollection of events.

**After-Incident Protocol for AOM’s:**

***Incident Report templates can be found at the bottom of the*** [***Undesignated Emergency Medications (UEM)***](https://dchealth.dc.gov/page/undesignated-emergency-medications-uem-program) ***Webpage.***

1. Provide immediate notice via phone to the student’s parent/guardian to inform them of the incident.
2. Provide a written report to the school health suite personnel and school Undesignated Medication Liaison detailing the incident if they were not present on the scene. The written report must include:
	1. Time and place of the incident
	2. Symptoms displayed by the student and their alignment with the student’s IHP
	3. Chronological description of the incident
	4. Medication administered (type and dose)
	5. Resolution
3. Student condition post-medication administration
4. Whether 9-1-1 was called
5. Whether the student was returned to class or released to a parent/guardian (applicable only after administration of albuterol)
6. Whether student was transported to the hospital via ambulance (required after administration of epinephrine)
7. Provide written Use of Emergency Epinephrine letter to student’s parent/guardian including details of incident and request them to follow up with student’s primary healthcare provider. This should include the same information as in the written report.

**After-Incident Protocol for Liaisons:**

1. Update the Undesignated Emergency Medication (UEM) inventory log with the UEM(s) used.
2. Submit the incident report to DC Health within one business day of administration of UEM(s).

**Reporting an Incident to DC Health**

Following the UEM administration of albuterol, glucagon or epinephrine the Liaison must submit an incident report via the [SHSP portal](https://dchealthenterprise.my.site.com/studenthealthservices/s/) **within one business day of administration** in order to restock the used UEM.

1. Access the SHSP portal online at: <https://dchealthenterprise.my.site.com/studenthealthservices/s/>
2. Select “School Administration”
3. Enter school information
4. Enter contact information for AOM or administering school health suite personnel
5. Select “Incident Report” under “Nature of Submission” and the appropriate medication administration under “Topic of Submission”
6. Complete the remainder of the form and press submit

DC Health will review the incident report. After a review of the incident, DC Health may reach out to the Undesignated Medication Liaison for additional information related to the reports submitted via the SHSP portal.

DC Health will also track usage of undesignated medication and provide a periodic report to OSSE and to the health care provider who signed the standing order.