

## EPI Pen Procedure for Recreation Access

Seattle Parks and Recreation will accommodate requests for a person to participate in a program where immediate access to an EPI pen may be required. Staff will be on call to administer EPI-Pen medication in the event that an individual suffers an allergy attack.

In consultation with City of Seattle Law Department and with Seattle Parks and Recreation leadership, we are committed to training our staff so they are able to administer EPI Pens, and believe this can be accomplished with several weeks advance notice.

We have developed a simple system to allow us to respond to each accommodation request:

1. A written request would be needed from each specific Parks and Recreation program that requires accommodation.
2. A letter from a physician will need to accompany the accommodation request that defines the need and response. This would include a statement that there would be food allergies, or asthma or other detail that limit one or more of their major life activities and that use of an EPI Pen would be required in specific situations.
3. The accommodation request should be received at least four weeks prior to start date to allow time for staff to be identified and trained. However, additional time may be required to allow for required review and training as identified in this policy.
4. All materials are submitted to site supervisor who becomes the primary contact for individual user.
5. Site supervisor will forward request and medical documentation to ADA Manager for review and approval.
6. Site supervisor to identify staff to be trained and arrange for training:
  - a. Red Cross Lifeguard Training Instructor
  - b. Seattle/King County Public Health. Robin Kenepah (RN) 206-263-8512; 206-218-9372 - Robin.Kenepah@kingcounty.gov
7. Training records to be maintained on the site along with copies of staff certifications.
8. After registration is complete, individual user must contact facility in advance of each use to notify them of planned attendance. If a registration program with regularly scheduled class sessions is planned, a single notification for that program is appropriate.
9. The EPI Pen would be delivered to the site each day and given to an identified employee who has completed the required training and who will assume responsibility for the care of the pen during time at the pool. Transfer of the EPI pen is recorded in daily log sheet.
10. ADA Manager would maintain a unique color of bracelet to be used if given to a facility for approved individuals who require care of an EPI pen.
11. The name of the individual user would be written on the approved EPI Pen bracelet.
12. Individual user would wear an ID bracelet or color bracelet each day to assist with identification in the event of a medical emergency.
13. In the event of an unplanned staff absence where no one on site has the required training, the individual user will need to provide their own support person for that day.