

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

AND

FEDERAL EDUCATION ASSOCIATION

Memorandum of Understanding (MOU)

Epipen

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA), hereafter referred to as the "parties," hereby agree to the following guidelines concerning epinephrine auto injectors (epipens) in DoDDS schools in the FEA bargaining unit:

- 1) Each School Nurse is required to satisfactorily complete a 2-phase training program through release time, with DoDEA management providing all necessary supplies or other training related materials, during the normal duty day:

Phase 1: The designated employee must complete web-based anaphylaxis training using the VHC's "Medic/Corpsman: Anaphylaxis Module" available at <https://www.projectimmunereadiness.amedd.army.mil>. A military or government email is required to set up an individual training account. Certificates are issued as proof of completion.

Phase 2: The designated employee must also complete hands-on epinephrine auto injector training. The designated employee must complete hands-on auto injector training to ensure competency in administration. This training will be given by licensed medical personnel. The school principal will be responsible for making arrangements with the licensed medical personnel. This face- to- face training also gives designated employees the chance to ask any remaining questions after completion of the web-based training.

Phase 3: DoDEA will provide CPR training in conjunction with the hands-on epinephrine auto injector training, as necessary for CPR certification.

- 2) Both web-based and hands-on training on epipens must be re-accomplished annually, and conducted during the duty day, with release time provided, in schools where this is a requirement by the MTF to receive the epipens.
- 3) The school nurse will distribute a fact sheet, which will be developed and provided to all of the school nurses by management, to the school staff on the symptoms of anaphylactic shock, and what steps the staff should take if these symptoms are observed in a student, adult, or staff at the school.

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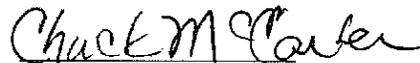
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- 4) Management will not seek volunteers or direct DoDDS bargaining unit members who are not school nurses to administer the epipen. .
- 5) DoDEA management is solely responsible for the storage and security of epipens in the schools.
- 6) The training on use of the epipen will normally be held during the duty day. If the training cannot be accomplished during the duty day, the parties agree that the school principal and FRS will consult about the time, place and length of the training.
- 7) The release time for any DoDDS educator in the FEA bargaining unit will not be during any of the educator's non-instructional periods.
- 8) The school management and the FRS will work together on a consensus basis on any issues that arise concerning the epipen at the school.
- 9) Every effort will be made to resolve any disputes that arise at the organizational level where they arise prior to forwarding the matter to the next higher level.
- 10) Where there is any conflict between the DoDDS/FEA Negotiated Agreement or any memoranda of understanding (MOU) between the parties and this epipen program, the Negotiated Agreement or MOU will prevail.
- 11) If management decides to implement changes to, or to expand the use of the epipen beyond the existing parameters, the parties will negotiate to completion before the program can be implemented.
- 12) Any instructions, FAQ's, or other guidance designed to implement or interpret this MOU on epipens will be negotiated to completion with the Association before it can be disseminated to the Areas, Districts or schools.



Rita Terhaar
Acting HR Director, DoDEA

Date August 7, 2014



Chuck McCarter
FEA President

Date July 31, 2014