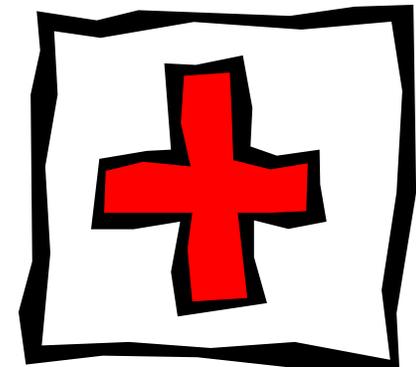


# Medication Administration for Non-Licensed School Staff

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# School Health Issues

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A federal mandate created in the 1970s obligated schools to provide children with medical services, including medication administration. Medications that schools are asked to manage may include controlled substances, emergency and psychotropic medications, and a range of therapeutic interventions for chronic illnesses such as diabetes and asthma.

# Why?

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This presentation was developed to allow you to orient to medication administration at your convenience. There is a post-test at the end. Print the test and answer the questions. Leave the completed answer sheet for your School Nurse. You will still need to be checked off on the administration of an Epi-Pen.

To get started press the space bar. To go back to a previous page press the "backspace key."

# Questions Regarding Responsibilities

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1. After reviewing this PowerPoint, am I trained to administer oral medications?
2. What are oral medications?
3. Can I train others to administer medications?
4. Who can delegate and train me to administer medications?
5. What steps do I follow for the safe administration of oral medications?
6. What do I need to know and do when accepting medication at school?
7. What should I look for on the medication container?
8. What should I do in case of an error?
9. Can I distribute over-the-counter medication since it is not a prescription?
10. What should I do if I am asked to do something I do not feel okay about doing?

## Confidentiality of Student Health Records

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- ❑ State and federal law impose restrictions on handling student health records.
- ❑ Medication administration records are considered confidential information.
- ❑ Generally, health care information contained in school records can not be disclosed to anyone without the consent of a parent or a student who is 18 years of age or older.

# Medication Administration

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- ❑ Oral medication (both Prescribed and Over-The-Counter) administration is governed by Statute (ORC 3313.713)
- ❑ The law authorizes school districts to implement policies and procedures so that students can receive oral medication at school.
- ❑ Asthma inhalers are considered oral medication.
- ❑ Topical medication/Injections

# What are Oral Medications?

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- ❑ Oral medications are those taken by mouth. They need not be swallowed, but may be inhaled through the mouth.
- ❑ Oral medications administered through a feeding tube are also considered oral.

# DCS Medication Policy/Procedure

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- ❑ The Board of Education may delegate giving oral medication to DCS staff.
- ❑ Licensed Health Care Provider & parent permission is required before medication will be administered.
- ❑ New authorization is needed each school year.
- ❑ Parents may come and administer medication.
- ❑ The School Nurse needs to be consulted before administering the first dose of medication.
- ❑ Medication must be in the original pharmacy labeled container.
- ❑ Only the School Nurse can accept a change in medication orders.
- ❑ We do not accept injectable medications except for Insulin, glucagon and the epinephrine.

# Medication Procedures *Continued*

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- ❑ Medication must come to school in the originally labeled container complete with student's name, medication name, dosage and time to be given.
- ❑ A responsible adult should bring medication to school.
- ❑ Medications are kept in a locked area at all times.
- ❑ Medication should be counted and recorded on the medication intake sheet upon receiving it at school.
- ❑ The school staff and students need to work as a team to ensure that medication be given as prescribed.
- ❑ Only medications that are required during school hours will only be accepted.

# Medication Procedure

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In certain situations, such as in “Special Needs” programs that are not easily accessible to the Health Room, medication can be kept in a locked cabinet or drawer in the special program area. The medication cabinet or drawer is to remain locked at all times except when individual medication is dispensed.

# Remember...

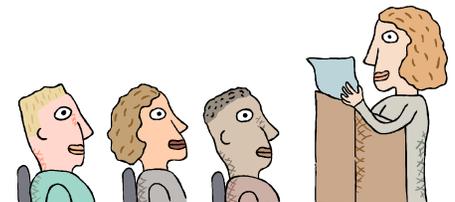
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- ❑ Never give medication without all written instructions and a properly labeled container.
- ❑ Never give medication if the written information does not match the labeled container.
- ❑ Remember you must get permission from the School Nurse prior to administering any medications to a student (or) change in the medication order.
- ❑ Contact your School Nurse if you have any questions prior to giving the medication.

# Medication Training

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- ❑ School staff who will be administering medications will be trained by the building's School Nurse.
- ❑ Training will be done yearly.
- ❑ Administrative Assistants, Para-educators, Teachers and coaches can all be trained to give oral medication and administer an epinephrine.
- ❑ Individuals who have not received training from the School Nurse cannot administer medication.

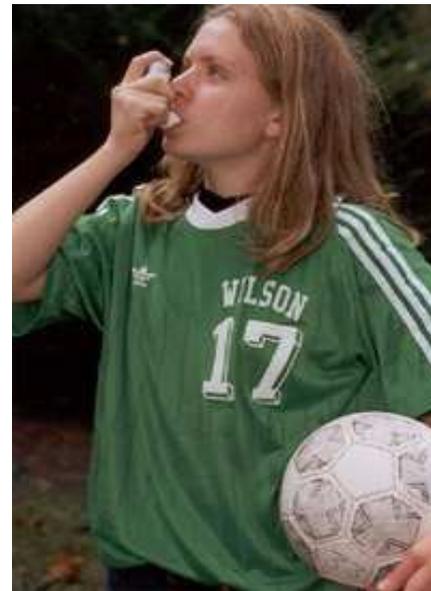


# The “5 Rights”

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**Remember these five rights when administering medication to students.**

- ❑ Right Student
- ❑ Right Medication
- ❑ Right Dosage
- ❑ Right Time
- ❑ Right Route



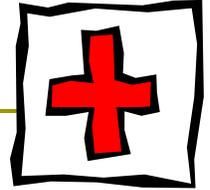
# Hand Washing

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- ❑ Hand washing is the single most important practice preventing transmission of infectious organisms.
- ❑ Hand washing should be encouraged often.
- ❑ It is also important to follow hand washing procedures before and after administering medication to the student.

# Administration of Tablets, Capsules or Liquids

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- ❑ Read the medication label when picking up the container.
- ❑ Ask the student to state his/her name, review photo (*if available*).
- ❑ Read the label again and pour the pill into the cap of the medication bottle or liquid into a measuring device.
- ❑ Administer the medication.
- ❑ Close the container and read the label again before putting the container away.
- ❑ Stay with the student until you are sure the medication has been swallowed.
- ❑ Document the medication administration on the "Medication Administration/ Recording" sheet with the time given and your initials.

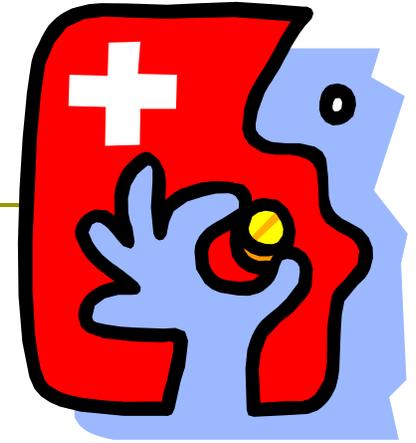
# Recording Guidelines

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- ❑ **Only one sheet per medication (number sheets at the bottom if multiple medications are given).**
- ❑ **Record name and initials on record in the space provided.**
- ❑ **Record date and time of administration and initial.**
- ❑ **When student is leaving school grounds, medication should be administered by a trained staff member from the original container. Administering staff member records administration upon return to the building.**
- ❑ **Medications that are removed from school by the parent must be counted and recorded at the bottom of the record form.**
- ❑ **Discontinued medications must be done by prescribing physician. The record sheet must be removed from the book and filed in the student's health record. The date the medication is discontinued should be recorded on the medication record.**
- ❑ **The school assumes no responsibility when a parent administers a child's medication at school.**
- ❑ **Parents need to be notified when as needed medications are administered.**
- ❑ **A temperature must be taken prior to administration of pain medication containing ibuprofen or acetaminophen.**
- ❑ **No medication containing aspirin will be given without a physician's order.**
- ❑ **Giving medication 60 minutes before or 60 minutes after the prescribed time is still considered on time. Exceptions related to specific medical issues may occur as directed by nurse.**
- ❑ **Document on log if medicine is missed, refused, or late using codes found on the front of the Medication Administration Record.**

# Dispensing Pills

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- ❑ Identify student.
- ❑ Unlock medication cabinet or drawer.
- ❑ Prepare medication for one student at a time.
- ❑ Select correct medication. Compare label of medication with the Medication Administration/Recording record.
- ❑ Pour medication into medication bottle's cap.
- ❑ Identify student again.
- ❑ Administer medication.
- ❑ Make sure the student swallows the medication.
- ❑ Document the medication administration on the Medication Administration/Recording sheet.

# Use of an Inhaler



- **Administration steps: *student should:***
  - Remove mouthpiece cover
  - Shake inhaler well for 2 to 5 seconds
  - Prime once if not used in the past 24 hours
  - Use a spacer as directed if available.
  - Place inhaler/spacer in mouth
  - Take a deep breath and exhale completely
  - Inhale deeply through mouth, depress medication canister fully
  - Hold his/her breath for 10 seconds
  - Wait 1 minute between puffs.  
Document medication administration on the Medication Administration/Recording sheet.
  - Document medication administration on the Medication Administration/Recording sheet.

# Pouring Liquid Medication

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- ❑ Identify student.
- ❑ Take medication out of locked cabinet.
- ❑ Hold bottle with label facing away from you.
- ❑ Pour medication at eye level into dispensing cup.
- ❑ Identify student again.
- ❑ Administer medication.
- ❑ Document medication administration on the Medication Administration/Recording sheet.



# Topical Medications

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- ❑ Medication applied to skin patches and ointments
- ❑ Wear gloves when administering
- ❑ Rotate sites on patches to avoid skin irritation. Dispose used patches in the sharps container.
- ❑ Wash hands before and after application

# Administration of an Epi-Pen<sup>®</sup>

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1. **Pull off gray/blue safety cap.**
2. **Place black/orange tip on outer thigh. Stabilize the thigh. You may inject through clothing.**
3. **Press forcefully to active mechanism. Hold pen in place for 10 seconds.**
4. **Dispose of Epi-Pen<sup>®</sup> as a contaminated sharp.**
5. **Massage the injection area for 10 seconds.**

***NOTE: You must demonstrate this skill using the Epi-Pen Trainer to your School Nurse***

# Medication Error Reporting

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- ❑ Keep the student in the health room.
- ❑ Assess student's status.
- ❑ Identify the incorrect dose or type of medication taken by the student.
- ❑ Office staff should ***immediately*** notify the School Nurse and Principal.
- ❑ The School Nurse should determine if Poison Control needs to be called.
- ❑ School Nurse should notify the student's parents.
- ❑ Submit a written report within 24 hours on the Medication Incident Form (available on the district web site)

# Professional Responsibility

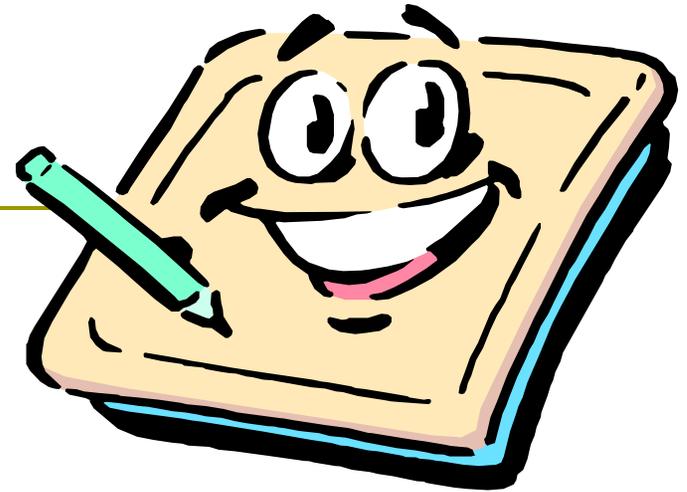
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1. After reviewing this PowerPoint, am I trained to administer oral medications? **No, your School Nurse will review your test and then determine if you are ready to administer oral medications.**
2. What are oral medications? **Medications administered via the mouth, an inhaler, and gastrostomy medications.**
3. Can I train others to administer medications? **No!**
4. Who can delegate and train me to administer medications? **Only the Registered School Nurse.**
5. What steps do I follow for the safe administration of oral medications? **The 5 rights of medication administration.**
6. What do I need to know and do when accepting medication at school? **Log the medication, count the med (with another person), call the School Nurse and follow her guidance.**
7. What should I look for on the medication container? **Student's name, prescriptive medication name, dosage and administration time.**
8. What should I do in case of an error? **Keep the student in the Health Room and notify the Principal and School Nurse.**
9. Can I distribute over-the-counter medication since it is not a prescription? **No!**
10. What should I do if I am asked to do something I do not feel okay about doing? **Call the School Nurse.**

# It's Almost Over

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- ❑ Take the medication test that follows this page.
- ❑ Print out the test and select your answers on the test sheet.
- ❑ Sign the test.
- ❑ Give it to your School Nurse.
- ❑ Demonstrate administration of the Epi-Pen to the School Nurse
- ❑ Sign the "Orientation Check Sheet for Administration of Oral Medications by Non-Medical School Staff."



Name: \_\_\_\_\_ School: \_\_\_\_\_

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1. **True or False** Over-The-Counter medications require a physician's prescription and parent signature in order to be administered at school.
2. **True or False** If a student runs out of medication it is okay to use another student's medications until the parent brings in another supply.
3. **True or False** Asthma inhalers are considered an oral medication.
4. **True or False** The School Nurse needs to be consulted before you can administer the first dose of any oral medicine.
5. **True or False** Only the School Nurse can accept a change in medication orders.