

Clinical Procedures & Training Guidelines for Administration of Medications

Medication Procedures and Skills Checklists

Prior to requiring local school system employees to administer prescribed medications to a student, certain training, documentation and rights of the employee, the student and his/her parent/guardian must be met.

The school RN shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include, but not be limited to, the following provisions:

- Proper procedures for administration of medications including controlled substances
- Storage and disposal of medications
- Appropriate and correct record keeping
- Appropriate actions when unusual circumstances or medication reactions occur
- Appropriate use of resources

The following guidelines, procedures and skill checklists provide the school RN with a standard methodology for training unlicensed school employees and documenting competency. Each skill checklist, with the exception of those related to diabetes care and Clean Intermittent Catheterization (CIC), requires successful completion of a minimum of **three** out of five demonstrations with 100% competency. Training for CIC and diabetes care requires five demonstrations with 100% competency.

A. Guidelines

- For those who must have medication administered which cannot be administered at home before and/or after school hours.

B. Purpose

- To provide prescription or over the counter (OTC) medication to students requiring medication administration during school hours.

C. When to administer medication

- As prescribed by the student's licensed medical care provider.

D. Problems resulting from medication administration

- Side effects from the medication
- No response to the medication
- Choking, local reactions to injections and/or topical
- Medication errors

E. Equipment/Supplies

- Medication
- Soap and water/ hand sanitizer
- Oral medication
 - Medicine cups
 - Water and water cups
- Injectable medications
 - Gloves

- Alcohol swabs
- Syringe
- Sharps container
- Topical
 - Gloves
 - Applicator
 - Wipes to cleanse area if needed
- Documentation Logs

Epinephrine
Epi-pens

[] Initial [] Review

Emergency Medication Auto-Injector Skills Checklist

Person Trained: _____

Position: _____

	Demo Date	<u>Return Demonstration Dates</u>					
1. Washes hands							
2. Retrieves student's medication and medication log							
3. Checks the 6 rights 3 times before giving medication							
4. Removes safety cap Place tip on lateral thigh, holding injector in fist without thumb over the end of injector							
5. Presses auto-injector against thigh until mechanism activates, and holds in place for 10 seconds. May be injected through clothing Rubs area for several seconds to improve circulation							
6. Prepares second dose if ordered							
7. Follows the emergency procedure. Call 911, parent, and your school RN							
8. Documents on student's medication log							

Comments: _____

Overall Rating: _____ **PASS** *Successful completion of a minimum of **three** demonstrations with 100% accuracy*
 _____ **FAIL** *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

Date School RN Signature

Date Employee Signature

Inhalers

[] Initial [] Review

Medication Inhaler Skills Checklist

Person Trained: _____ Position _____

	Demo Date	<u>Return Demonstration</u>					
1. Washes hands							
2. Retrieves student’s medication & medication log							
3. Checks the 6 rights 3 times before giving medication							
4. Removes cap from inhaler.							
5. Stands up, feet slightly apart, or sits up straight.							
6. Shakes inhaler for approximately two seconds.							
7. Positions inhaler upright.							
8. Primes inhaler one time into the air. If spacer is used, attaches spacer.							
9. Inhales and exhales slowly one time.							
10. Holds mouthpiece 1-2 inches from mouth or place mouthpiece of inhaler or spacer between lips, and closes mouth around mouthpiece. ,							
11. Presses the inhaler & inhale slowly & deeply over 3-5 sec							
12. Holds breath as long as possible – up to 10 seconds to allow medication to settle as deeply as possible into air passages. Exhales							
13. Wait approximately 1-2 minutes, repeat the process. This technique should allow delivery of medicine into air passages opened by first puff.							
14. If using spacer and student is unable to hold his/her breath, has the student breath in and out through the spacer, 3-5 times							
15. Documents on student’s medication log							

Comments: _____

Overall Rating: **PASS** *Successful completion of a minimum of **three** demonstrations with 100% accuracy*
 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

Date School RN Signature

Date Employee Signature

Nebulizers

[] Initial [] Review

Medication Nebulizer Skills Checklist

Person Trained: _____ Position: _____

	Demo Date	<u>Return Demonstration Dates</u>					
1. Cleans top of area where medication will be administered.							
2. Washes hands.							
3. Retrieves students Medication log.							
4. Checks the 6 Rights 3 times before giving treatment							
5. With power "OFF", places the prescribed medication in the nebulizer							
6. Attaches one end of the air tubing to the compressor air outlet and other end of tubing to the nebulizer							
7. Attaches mouthpiece or mask to the nebulizer							
8. Turns "ON" Administer treatment as instructed							
9. Turns "OFF" when treatment is completed							
10. Disconnects nebulizer tubing, mouthpiece/mask							
11. Clean equipment and store as instructed							
12. Document the treatment in student's medication log							

Comments: _____

Overall Rating **PASS** *Successful completion of a minimum of **three** demonstrations with 100% accuracy*

 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

Date School RN Signature _____
Date Employee Signature

Topical Medication

[] Initial [] Review

Topical Medications for Students with Diaper Rash Skills Checklist

Person Trained: _____ Position: _____

	Demo Date	<u>Return Demonstration Dates</u>					
1. Clean top of area where medication will be administered.							
2. Washes hands.							
3. Retrieves student’s medication & medication administration log.							
4. Identifies student by name, school ID, birthdate, etc.							
5. Obtains appropriate equipment.							
6. Unlocks medication storage area & obtains medication.							
7 Checks the 6 rights 3 times before giving medication							
8. Explains procedure, provides privacy and helps individual undress if necessary							
9. Puts on gloves and cleans the area if necessary							
10. Administers medication using gloves or applicator							
11 Applies dressing if necessary							
12. Returns medication to locked storage area							
13. Removes gloves, disposes of equipment and washes hands							
14. Documents administration in student’s medication log							

Comments: _____

Overall Rating **PASS** *Successful completion of a minimum of **three** demonstrations with 100% accuracy*
 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist.*

 Date School RN Signature Date Employee Signature

Oral Medication

[] Initial [] Review

Oral Medication Skills Checklist

Person Trained: _____

Position: _____

	Demo Date	<u>Return Demonstration Dates</u>					
1. Cleans top of area where medication will be administered							
2. Washes hands							
3. Retrieves students Medication & medication administration log							
4. Identifies student by name, school ID, birth date, etc.							
5. Obtains appropriate equipment							
6. Unlocks medication storage area & obtain medication							
7. *1 st check: Check medication label according to the 6 Rights of Medication Administration							
8. Shakes medication well, if liquid							
9. *2 nd check: using the 6 Rights of Medication Administration							
10. Removes cap and place open side up on counter							
11. Places thumbnail on correct dosage line, if liquid medication							
12. If liquid medication, places medication cup on flat surface. At eye level, pours correct dosage. Places pills in medicine cup							
13. Wipes top of bottle, if liquid, and replaces cap							
14. Do 3 rd check of label using the 6 rights of Medication Administration							
15. Administers medication							
16. Follows all meds with water unless contraindicated, and observes individual swallowing medication							
17. Returns medication to locked storage area							
18. Documents administration of medication in student's medication log							
19. Cleans medication administration area & washes hands							

Comments: _____

Overall Rating **PASS** *Successful completion of a minimum of three demonstrations with 100% accuracy*

 FAIL *Practical must be repeated. Trainer must complete Summary of Skills Form and attach to this checklist*

Date School RN Signature

Date Employee Signature