

GUIDE TO MEDICATION ADMINISTRATION

Be familiar with WCSD Policy 2320 Medication Administration for Students

Instructions for School Personnel that Administer Medication at school

The parent/guardian will be informed by authorized personnel of the policy and procedures that have been written by the Washington County School District, in consultation with health professionals, to insure that safe medication administration occurs in behalf of their child. School Secretaries or other school personnel that administer medication will provide each year or with any change the following forms as needed to the parent(s):

- *Washington County School District Policy 2320* - regarding medication administration for students in the school setting.
- *Medication Administration Authorization Form(s)* -provides parental authorization to authorized school personnel to administer medication in accordance with the health care provider's prescription. The Washington County School District requires certain conditions under which this agreement remains intact. The form must be filled out completely before medication will be accepted and administered.
- Some types of medication may not be administered by school personnel-Utah Nurse Practice Act Rules 156-31b-701a.
 - Medications with known, frequent side effects that can be life threatening
 - Medications that require a student's vital signs or oxygen saturation be monitored before, during or after administration EXAMPLES- (Versed or Diastat/Valium)
 - Medications that require nursing assessment or judgment prior to or immediately after administration
 - The first dose any new medication or the first dose after a change in the dose
 - Contact your school nurse if you have any questions or concerns.
- *Permission to Release Health Records Form* authorizes the Washington County School District and practitioner to fax health information to each other for the purpose of medication administration and the writing of an *Individualized Health Care Plan* by the district nurse for the student.
- The medication must come ready to be dispensed - EXAMPLE: If the pharmacy label indicates 1/2 a tablet, the parent will be responsible to cut those tablets in half before bringing them to school.
- The parent must understand that any change in the medication requires that new forms be signed before you will accept and administer the medication. Authorizations by the parent/guardian and the prescribing practitioner must always correspond with the medication and pharmacy label for safe medication practices; otherwise it voids the agreement between the school and the parent/guardian.

DISTRICT NURSE NOTIFICATION

1. Fax a copy of the *Medication Administration Authorization Form* and the *Permission to Release Health Records Form* to the district nurse as soon as possible after the parent has completed these forms. *Authorization forms need to be updated yearly or with any change to the medication.* The school nurse will then review the prescribed medication and will write an *Individual Health Care Plan*.
2. Contact the nurse ASAP by phone if there is an error or confrontation with regard to medication administration. Fill out a *Medication Incident Report Form*, then send or fax it to your district nurse, noted: CONFIDENTIAL.

STUDENT FILES

1. Keep all medication records together in an organized system. It should include the following records under each individual student index:
 - *Individual Student Medication Record Form*
 - *Medication Administration Authorization Form*
 - *Permission to Release Health Records Form*
 - *Individual Student Medication Calendar*
 - *Individualized Health Care Plan*
2. Have a folder for medication packets to hand out to parents upon request.
3. Keep a copy of this delegation form for quick review.
4. Audits of these files will be performed twice per year by a district nurse.
5. At the end of the school year- if the student is remaining in your school, leave the plan in your confidential medical information book until the new updated plan is written.
6. If the student is transferring to a new school, or moving out of the district, place all of the above files in the cumulative file.

MEDICATION ADMINISTRATION

1. Keep all medications in a locked unit. If medication must be refrigerated it still needs to be placed in a locked unit inside the refrigerator. Purchase containers as needed.
2. If a student has failed to visit the office for the scheduled medication, call the student out of class. The medication must be given within 30 minutes of the scheduled time.
3. Medication is never shareable. Do not use one child's medication for another just because they are on the same medication.
4. Call the parent and remind them when the medication supply is low.
5. Be alert and focused when administering medication. Let other personnel answer telephones. Do not become distracted. This will decrease the risk of errors.
6. Follow the 5 RIGHTS of MEDICATION ADMINISTRATION: Before dispensing the medication check the pharmacy label against the authorization form to see that the RIGHT student name, medication, dose, time to be given, and route to be administered correspond.
7. Wash your hands before dispensing, then place medication into a clean medicine cup before administering to the student. Address the student by name when administering the medication.
8. When measuring liquid medication, pour it into a standard calibrated plastic measuring cup and view it at eye level, on a level surface.
9. Have the student take the medication in your presence. Provide a 4 ounce cup of water with oral medication, unless otherwise contraindicated, so that the tablet does not get lodged in the throat.
10. Document the medication administration on the *Individual Student Medication Record Form 353* with your initials in the calendared space.
11. When the medication is not given, record the reason why as shown in the following codes:
 - SA=Student Absent
 - NS=No Show
 - NM=No Med Available
 - EO= Early out day
 - DC=Discontinued
12. Once the medication has been discontinued, dispose of it within 5 days. Have a witness sign with you that it was accomplished. Place the form in the student's cumulative file.
13. Always document your activity and conversations with the parent and student. Use the bottom portion of the *Individual Student Medication Record Form 353* for documentation by starting with the date, the time, the purpose for writing, and then end with your initials. When you run out of room use the back side of the form. Remember! If it isn't documented it isn't considered done or it didn't happen by law.

MEDICATION INCIDENT REPORTING

1. The *Medical Incident Report* Form must be completed when:
 - An error is made in medication administration,
 - An adverse reaction is observed, and when,
 - There is any confrontation with the student or parent in regards to medication administration.
2. The incident report is constructed to walk you through the necessary steps, and will identify those persons whom you should contact. If emergency care is needed, call 911.
3. Send the incident report to the district office to the attention of the district nurse, noted: CONFIDENTIAL.

I have read and understood all of the information in this medication administration guide.

Authorized Personnel Signature: _____

School _____

Job Title: _____ **Date** _____

District Registered Nurse Signature: _____