**Whenever a medication or OTC order is received for school administration:**

* The medication order **must be reviewed and entered in HM Prescriptions by the RN**. If an order must be given same day, and the RN is not on site, call the RN and FAX order for inputting to HM.
* All Rx pills must be inventoried in HM. (If you think parent may later question inventory, have parent sign statement with the number of pills brought in on each date.)
* Do not inventory liquid doses or inhalers.
* All administrations of medication must be documented immediately in HM

**IF Medication Error occurs:**

* If a dose is given more than ordered (i.e., overdose, duplicate dose)
  + Call Poison Control Immediately (1-800-222-1222)
  + Call Parents and report the overdose
  + Always advise parents to report the duplicated dose to their health provider & seek medical care
  + Write an incident report (See website MEDICATIONS AT SCHOOL, *Notification of Occurrence* HS 107)
  + Document error in HM – Use OV template “Error Med Admins” and Comments
    - What happened
    - Parent notified and medical referral made
    - Incident report completed
    - Reported to both School Site and Health Services Administrators
      * Email Student Name, ID# and School to HS Director *and*
      * Fax *Notification of Occurrence* to HS Department Secretary
* If a prescribed dose of medication is omitted:
  + Contact parent
  + Document in HM Prescriptions that the med was not administered and why
  + Write an incident report (See website MEDICATIONS AT SCHOOL, *Notification of Occurrence* HS 107)

**Unlicensed Assistive Personnel (UAP’s) must be trained by the RN for medication administration *before* giving any meds. Substitutes may not administer medication.**

Training must include:

* How to record the med admin in HM
* How to inventory medication (Rx pills) received from parent (UAL counts must be verified by 2 people)
* Necessity for immediate documentation of medication administration
* Requirement of reporting errors in or omission of medication administration
* Sign off on Staff Training Record (see website: Medications at School)

**Some medications are to be administered ONLY by RN/LVN:**

* Insulin
* Diastat – notify HS Director when given
* Lorazepam – notify HS Director when given
* Versed (midazolam) – notify HS Director when given

**The RN/LVN is expected to know:**

* The reason the medication was prescribed
* Precautions and possible side effects of the medication
* Symptoms of over dosage

**Follow District policy for assisting with medication safely and accurately:**

1. Wash hands.
2. Check current physician’s order for medication and parent authorization to give medication.
3. Obtain medication from locked cabinet.
4. Check the medication label for name of student, time, medication name, dose, and route (e.g. by mouth, inhaler, etc.) a minimum of **3** times prior to administering medication to student.

**Must match Physician’s Order and Medication Record in Healthmaster HealthOffice.**

1. Avoid touching the medication during preparation.
2. Identify student by asking student to state his/her first and last name. Nonverbal students may need identifying picture or 3rd party identification.
3. Administer medication by practicing “**FIVE RIGHTS OF MEDICATION ADMINISTRATION”:**

* **Right Student**
* **Right Medication**
* **Right Time**
* **Right Dose**
* **Right Route**

1. Verify that student took medication.
2. Document medication administration in Healthmaster HealthOffice.
3. Document unusual or other circumstances in Healthmaster HealthOffice.
4. Document when medication is not administered and the reason why.
5. Clean and dispose of any equipment as necessary.
6. Place medication in locked cabinet.
7. Wash hands
8. Report and record any medication error in Student Health Services Notification Form (HS 107). Notify parent, school nurse, and administration. Call Poison Control and Health Care Provider as directed by school nurse.

Signature of Designated School Personnel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I watched the Fresno Unified School District PowerPoint presentation:

*“Medication Administration Training for Designated School Personnel”* on:

Date

Signature of School Nurse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**REMEMBER: You must be trained in Medication Administration by your School Nurse prior to administering any medication to a student.**

Fresno Unified Health Services

August 2008; Sept 2012