

Medication Administration Training

Administration of medication in Wisconsin schools is governed by Wisconsin State Statute 118.29(6). Key provisions of the law are:

- Schools must provide both knowledge and skills training for school personnel assigned to administer medications.
- Knowledge training is required every four (4) years.
- Skills training is required at least every year and more often if needed.
- Skills training is **not** required for medications administered orally.
- Skills training is recommended but not required for eye, ear and topical medications

MMSD uses the DPI Medication Training website to provide training to MMSD staff. The site uses webcasts and scored tests to provide medication knowledge training and timestamped emails that can be printed to document completion of the medication training.

Training Procedures

1. Principal Responsibilities:

- a. Designate which school staff are to be trained for medication administration on field trips. In general, school nurses and nurse's assistants should not be assigned to accompany students on field trips. School staff and/or teachers who never take classroom field trips do not need to complete the training.
- b. Designate several staff who can serve as back up to administer medication in the event that the nurse or nurse's assistant are not available in the Health Office.
- c. Develop a procedure for field trips that provides at least one week before the trip is to occur to determine which staff require on-line and skills training. School secretaries, nurses and nurse assistants can access a list of trained staff at each school by running the Enterprise "Medication Administration Training" report which lists trained staff at your school. Field trips refer to part day, all day and overnight field trips.
 - i. .
- d. Identified staff need to complete the on-line training courses for the routes of medication administration they will be using (if not completed in the previous four years) AND a return skills demonstration with the school nurse.
 - i. Provide and schedule time for the school nurse to provide information to staff as needed about the Medication Administration Law.
 - ii. Provide and schedule time for designated school staff to complete the "knowledge" portion of the training accessed at <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>.
 1. [Instructions for the on-line training website](#) are available through the school nurse.

- iii. Ensure adequate time for the school nurse to provide the “**skills**” training to staff. The “**skills**” training can only be provided by school nurses.
- e. To ensure appropriate staff are trained before field trips occur, large group training and skills checks should be offered during the staff learning/prep days that are required prior to the start of the school year. To ensure the safety of students, adequate time should also be given to staff during the school year to complete online knowledge training and/or skills checks prior to taking students off of school grounds if training wasn’t completed before the start of the school year..

2. School Nurse Responsibilities

- a. Ensure that school staff who are designated to take students on field trips complete the appropriate on-line knowledge training at least every four (4) years and more often if needed.
- b. Assist staff with questions about the knowledge training.
- c. Provide skills training for identified staff.
- d. Document completion of skills training by signing staff certificates.
- e. Document staff on-line medication training and skills competency medication training in Enterprise .

3. Nurse Assistant Responsibilities

- a. Document staff on-line medication training and skills competency medication training in Enterprise.