

MEDICATION ADMINISTRATION

Read the Board of Education Policy and Procedure (4113) for administering medication.

The school nurse is responsible for supervising the administration of all medications in schools. Only the school nurse is able to train staff and perform skills check off for medication administration. Once medication is delegated by the nurse, it cannot be “re-delegated” to another staff person. Questions and concerns need to be brought to their attention. It is the responsibility of each person giving medications to a child to be knowledgeable about the student’s condition, about why the medication is being given and to be aware of possible side effects of the medication. Unusual behavior or manifestations of other potential problems should be reported immediately to the nurse, parents, healthcare providers, etc.

1. Always keep in mind the following rights with medication administrations: a) right student; b) right time; c) right medicine; d) right dose; e) right route; and f) right documentation.
2. Wash hands before medication administration. Encourage students to wash hands as well.
3. Labels of all medications must be clear and legible. Never give medications from an unlabeled container. Information on the bottle should match the practitioner order. Check the label for name, time, medication, dose and route.
4. When preparing medications, concentrate your whole attention on what you are doing. Administer one medication at a time to avoid confusion and to limit the possibility of errors.
5. Medications cannot be “pre-poured” or removed from the original container to a secondary container before administration.
6. When preparing medications, read the label three times: a) as you remove the medication from the stored location; b) before removing the dose from the container—comparing the label to the medication order; and c) before returning the container to the stored location.
7. When pouring pills or capsules, pour into the bottle cap or disposable soufflé cup and give to the student. Avoid handling the medication whenever possible. If the pill or capsule falls on the dry floor, pick it up immediately. If it is dry without any particulate on it, it may be administered to the student. If the pill is wet or soiled, dispose of it and document this on the flow sheet and in the Electronic Student Health Record.
8. Measure doses of liquid medication accurately. Liquid medication requires a specific administration device (such as a measuring cup or syringe) from the pharmacy so that the correct amount is measured. A teaspoon is not an accurate measuring device for medication.
9. Sauces, fruit juice, pudding, etc. may be used to help students who have difficulty swallowing pills and medicinal liquids. Remember to check with the nurse regarding the acceptability of opening capsules or crushing pills of any kind. Changing the form can alter the way in which certain medications are absorbed.

10. Identify the student with the medication order. Always have someone available who knows the student or check the electronic student health record for a photo if the student is not known to you and/or cannot identify him/herself. Take measures to maintain privacy for the student. If the student questions whether it is the right medication, stop and review the medication/medication orders.
11. Be sure the student swallows the medication in your presence. You may need to visually check the student's mouth after swallowing.
12. Document medication administration on the Student Medication Administration Log immediately. Delaying documentation of medication administration can cause confusion about whether a dose has been given. Absences (A), refusals (R) and no medication available (N) are also charted on the log. Any additional information is charted in the electronic student health record.
13. It is the responsibility of the health office staff to locate a student who has a medication order on file if a student is a "no-show." This must be done in a timely manner that allows the student to receive medication during the allocated time frame of administration. If student does not receive medication, document a "no-show" reason in the student's scheduled health office visit in the student's electronic health record.