

# Medication Administration for Unlicensed Personnel



# UCPS Board of Education Medication Policy

- ▶ UCPS discourages giving medication at school unless necessary. Parents should try to schedule medication with their physician outside of school hours.

UCPS discourages giving medication at school unless necessary.

**True**

False

# Correct !

Continue onto the next slide



# That's not Correct

Please go back and try again

# UCPS Board of Education Medication Policy

- ▶ **C.** Pursuant to N. C. Gen. Stat 115C-375 . 1 the Board of Education authorizes teachers, substitute teachers, student teachers, instructional assistants, school secretaries and office personnel, guidance counselors, assistant principals, and principals to administer medications prescribed by a health care provider upon written request of a parent of guardian or to administer non-prescription medications upon the request of a parent or guardian as provided in this policy. Each principal will designate the person(s) responsible for giving medication at his/her school. The person(s) will receive annual training in safe, accurate medication administration procedures with the school nurse.

An Individual Health Plan will be on file for those students in danger of a medical emergency

North Carolina Law allows for unlicensed personnel to give medication in school without training from a school nurse.

True

False

# Correct !

Continue to the next slide





# That's not Correct

Please go back and try again

# UCPS Board of Education Medication Policy

- ▶ D. When medication is requested to be administered in school, school personnel should review the UCPS School Board policy with parent or guardian.

# UCPS Board of Education Medication Policy

## E. Parent Responsibilities

- ▶ Obtain and return to school a medication consent form, signed by the **doctor and the parent for prescription and over the counter meds.**
- ▶ The parent/guardian must hand deliver the medication to the nurse or office staff at school in the original container.

# When medication is brought into school.

- A. Its ok to accept the medication and have the nurse get the paperwork later.
- B. The student can bring the medication on the bus as long as the parent says its ok
- C. No medication can be accepted at school unless it is in the proper labeled container and has a medication consent signed by the doctor and parent.
- D. If the prescription is on the medication, no other paperwork is needed.

# That's Correct !

► Please continue to the next slide



# That's not correct

▶ Please go back and try again

# UCPS Board of Education Medication Policy

- ▶ G. A locked storage area must be provided for medications except for medication that must be kept in the refrigerator. Emergency medication must be kept in a easily accessible location.

# Medication must be kept in

- A. An easily accessible but locked location.
- B. An unlocked location easily accessible.
- C. An easily accessible but locked location, except for medication that must be refrigerated
- D. On the desk or counter in the office or health room.



# That's Correct !

► Please continue to the next slide



# That's not correct

▶ Please go back and try again

# UCPS Board of Education Medication Policy

## H-K

- ▶ A daily log will be set up and reviewed by the school nurse for the unlicensed personnel to record the medication.
- ▶ Logs will be sent on field trips if needed.
- ▶ All medication logs will be kept in the Individual Student Health Record.
- ▶ Changes in dosage may be accepted via fax from a doctor's office and a new log created by the school nurse.

Medication logs are legal documentation. You need to write all medication given on the log and give to the nurse.

▶ True

▶ False

# That's Correct !

► Please continue to the next slide



# That's not correct

▶ Please go back and try again

Changes in doses of medication must be confirmed by a licensed health care provider and can be faxed to the school nurse who will change the medication log.

▶ True

▶ False

# That's Correct !

► Please continue to the next slide





# That's not correct

▶ Please go back and try again

# UCPS Board of Education Medication Policy

## K-M Self Possession and Administration

- ▶ Students are not allowed nor is UCPS personnel responsible for medication taken by students that does not have permission from a physician and parent.
- ▶ Students are not allowed to carry medications home, unless they are emergency medications like an epi pen, or inhaler.

Check with the School Nurse for students eligible to self carry.

UCPS is not liable for any student that takes medication without the knowledge of the school nurse or medication administrator and the proper paper work completed.

▶ True

▶ False

# That's Correct !

► Please continue to the next slide



# That's not correct

▶ Please go back and try again

# Pointers for Safe Medication Administration

- ▶ Parents provide:
  - ✓ Medication Consent signed by parent and MD (faxes are acceptable)
  - ✓ Medication must be in the original prescription bottle or for over the counter meds, the original box/ container.
- ▶ Never give unidentified pills from a baggie, napkin, envelope or travel pill carrier!



# IMPORTANT!



- ▶ If medication is brought to school without a properly completed medication consent form, the medication CANNOT be given.
  - ▶ Return the medication to parents until they can bring in the medication with the completed medication consent form.
  - ▶ If a parent insists their child needs the medication that day then they need to come and administer it themselves.



Medication can only be given with a medication consent signed by a health care provider and it must be in the original container. No baggies or loose pills.

▶ True

▶ False



# That's Correct !

▶ Please continue to the next slide

# That's not correct

▶ Please go back and try again

# Recording Controlled Substances

- ▶ When “controlled substance” medications are brought in for students they must be counted and recorded on the medication log (in spaces at the bottom of the log).



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- ▶ Most ADHD medication is a controlled substance. Count and record on log if you aren't sure.
- ▶ Parents must bring in their children's medication.

# When Medications Run Low

- ▶ Send a reminder to parents when there is a 5 day supply remaining or Alert Nurse
- ▶ On the bottom of the medication log there are spaces to record information such as:
  - ✓ “Meds Needed” reminder home
  - ✓ “Empty Bottle” home
  - ✓ Pill count for controlled substance
  - ✓ Any phone/note communication with parent
  - ✓ Communications with a school nurse/doctor

Count and record controlled substances on Medication log. Inform parent or nurse if student has less than 5 day supply

▶ True

▶ False

# That's Correct !

▶ Please continue to the next slide

# That's not correct

▶ Please go back and try again

# HELP!!!!

- ▶ If you have ANY questions or doubts about a medication:
  - ✓ Should I give this?
  - ✓ Is this right?
  - ✓ Is this controlled substance?
  - ✓ Something does not seem right?
  - ✓ Parent is mad, asking me to do something I should not do
- ▶ Call your Nurse or Supervisor



# Medication Administration

## Five Rights of Giving Medication

- ▶ Right Patient
- ▶ Right Medication
- ▶ Right Dose
- ▶ Right Time
- ▶ Right Route
- ▶ Documentation



# Medication Administration

## ► The Right Patient



Of course you will give it to the right student! Be careful, it is easy to get confused when you are busy and may mistake them for someone else.

Always confirm the students name.

# Medication Administration



## ► Right Medication

Check the bottle or inhaler against the medication consent form. Make sure you are giving the right medication. The medication should be in an original bottle and labeled with the student name, medication, and dose. And not expired

**No Baggies with pills**

# Medication Administration

## ► Right Dose

Check the medication consent form. Make sure you are calculating correctly

150 mg = 2 75 mg tablets

5mg per ml. 15 mg = 3 ml

If you are unsure, check with a school nurse

# Medication Administration



## ► Right Time

Give medication as close to the time ordered as possible. You can give 30 minutes either way and still be on time.

More than 30 minutes, call parent and inform especially for ADHD medication.

# Medication Administration



## ► Right Route

Make sure they are taking the medication the right way.

Oral, injectable, topical, rectal, inhaled

Watch that medication is actually swallowed.

Every Time I give medication I need to make sure I have the right student, the right patient, the right dose, the right time, the right route.

- ▶ A. True
- ▶ B. False

# That's Correct !

▶ Please continue to the next slide



# That's not correct

▶ Please go back and try again

# Giving oral medication

- ▶ Wash your hands before you give medication.
- ▶ Pour the medication in the cap of the bottle.
- ▶ Put the medication in the hand of the student
- ▶ Watch to make sure student swallows medication in front of you.

# Medication by Inhaler ( spacer)

## ► Inhalers

### Without spacer

Have student take cap off inhaler and breathe out. Take a deep breath in while squeezing medication. Repeat after 1 minute

### With spacer

Connect mask if available and inhaler to spacer tube place mask on face or end of tube in mouth. Squeeze inhaler and breathe normally 4-5 times. Repeat after 1 minute.



# Nebulizer Treatments

- Unscrew top of medication chamber.
- Twist off top of plastic vial
- Squirt liquid into chamber
- Place mask on student
- Turn machine on
- Wait until liquid is gone (machine will make a different noise)



If the student has an inhaler without a spacer they inhale the medication and hold it in. With a spacer they breath the medication in and out slowly 5 times. Both methods you wait one minute between puffs.

- ▶ A.True
- ▶ B.False.

# Medication by Epipen

You must be epipen/CPR certified to give a stock epipen to a student or adult without a doctor's order.

For students with medication consents

Take out of tube

Pull cap off end

Inject right through clothing, hold 5 sec.

Call Emergency Response and 911

May need second dose.

