



MEDICATION ADMINISTRATION TRAINING

MONTGOMERY COUNTY SCHOOLS

Medication Training



- This training is required annually.
- School personnel may administer drugs or medication prescribed by a physician upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

Medication Policy



- All medications will be dispensed by the principal or the principal's designee. No medications shall be dispensed without the required written permission.
- The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place.
- PARENT and PHYSICIAN written approval must be presented to school administration before ANY medication will be given. (over-the counter or prescription)

Medication Administration

- A “Medication Administration Order” form must be signed by a **PHYSICIAN and PARENT for PRESCRIPTION and OVER-THE-COUNTER medications!**
- The Medication Administration Order form is available in the main office at each school, on the school system’s website, or directly from the school nurse. This permission form is valid for one school year only. If the student’s medication, dosage, or physician changes during the school year, a new order must be completed.

Medication Administration

- All prescription medication shall be kept in a container properly labeled by a pharmacist with the child's name, the name of the medication, and the dosage, time and frequency to be given. All non-prescription medication shall be in the original container, properly labeled with the child's name and instructions for administration. Pillboxes, plastic bags, unlabeled bottles, etc. will not be accepted.

Self Medication at School

- Students with certain conditions, such as diabetes, seizure disorders, asthma and/or anaphylactic reactions, may need to possess and self-administer medication on school property.
- Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the principal or designee all of the documents listed on the next two slides.

Self Medication cont.

- a. Written authorization from the student's parent or guardian for the student to possess and self-administer medication;
- b. A written statement from the student's health care practitioner verifying:
 - 1) That the student has a medical condition that requires self-administration of medication;
 - 2) That he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - 3) That the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;

Self Medication cont.

- c. A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's chronic condition and for medication use by the student;
- d. A statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of the medication.

Transportation



- The school will not be responsible for the transportation of medication to and from school. It is the responsibility of the parent to ensure that proper medication is brought to school and provided to the appropriate school official and to assure that the appropriate written permission is provided.

Medication Disposal and Documentation

- It is the parent's responsibility to pick up the medication from the school within one week of the discontinued date or within one week from the last date of the school year. If medication is not picked up within the required time frame, it will be disposed of by the principal or principal's designee. A "Medication Check In Check Out" form will be filled out when medication is brought to school and when medication is disposed of. That form will indicate the student's name, the type of medication received, the person from whom the medication is received, the date the medicine was received, the amount of medication received, and the signature of the person who received the medication. It will also include the emptying and disposal dates of the medication. The school nurse will conduct quarterly medication audits to ensure that the medication is being dispensed in accordance with the Medication Administration Order and board policy.

Medication Administration Record (MAR)

- A Medication Administration Record will be kept to document the administration of all medications which a student has received during school hours. The log shall include: The student's name, date and time of medication administration, the name of medication being dispensed, the dosage of medication given and the signature of the person dispensing the medication.
- Always write in BLACK ink only on any medication forms. IF YOU MAKE AN ERROR ON THE FORM, ALWAYS DRAW THROUGH IT WITH ONE BLACK LINE AND RIGHT ERROR ABOVE IT ALONG WITH YOUR INITIALS
- Make sure you sign and place your initials at the top of every MAR.

Completing the Medication Log

- Copy information exactly as it is on the “Medication Administration Order” Form
- Document daily when medication is given **BY PLACING YOUR INITIALS IN THE BOX. PLACE THE APPROPRIATE CODE IN THE BOX IF YOU DID NOT GIVE THE MEDICATION!**
- **ALWAYS NOTIFY NURSE IF CHILD IS NOT COMING TO GET MEDICATION/NONCOMPLIANT, ETC.**

MAR Codes

- ED = Early Dismissal
 - AB = ABSENT
 - N/A = NOT APPLICABLE
 - FT=Field Trip
 - D/C = MEDICATION DISCONTINUED
 - NMS = NO MEDICATION AT SCHOOL (MUST CONTACT PARENT)
 - R = REFUSED (MUST CONTACT PARENT)
 - S = SELF-ADMINISTERED
 - X= WEEKEND
 - NS = NO SCHOOL
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- YOU MUST FILL IN THESE CODES WHEN APPLICABLE ON EVERY MAR FOR EVERY STUDENT

Medication Check In/Out Form,

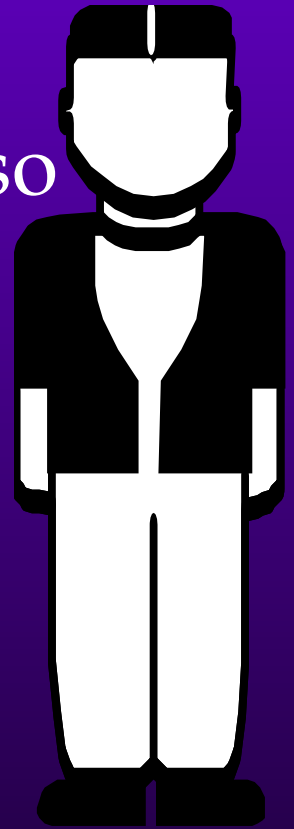
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THE FIVE RIGHTS OF MEDICATION ADMINISTRATION

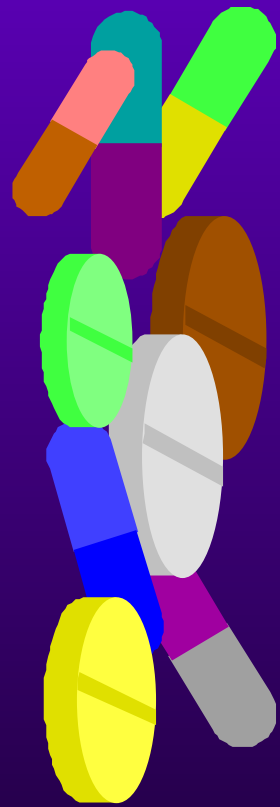
Right Student

- Ask student's name or call name before medication given!
- Having a picture id of student is also helpful.



Right Medication

- Check prescription bottle for correct prescription information
- Check MAR and Medication Administration Order to be sure information is the same



Right Dose

- Check dose listed on prescription bottle
- Check dose that is listed on the MAR
- Do not give if dose is incorrect!



Right Time

- Check time on MAR and the Medication Administration Order
- Medications must be given within a 30 minute window of the time ordered.
(example: If the medication is written to be given at 12:00pm, you can give it anytime between 11:30 until 12:30.)



Right Route



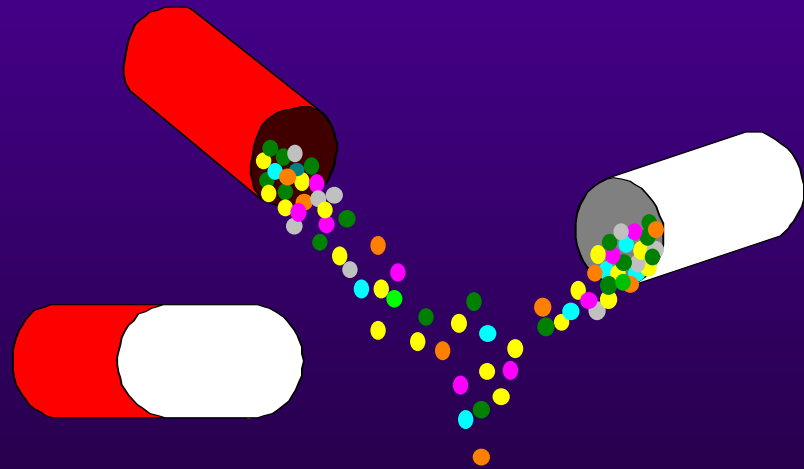
- Make sure that you give the medication the way it is ordered to be given!!
- Do not give a rectal medication by mouth or an ear drop by mouth 😊 You get the idea 😊
- Call the school nurse with any questions about the proper route for medication administration

Oral Medications



Tablets/Capsules

- Medication given by mouth
- Only break tablets that are scored. Do not open any capsules or break any tablets unless the physician specifically orders it.

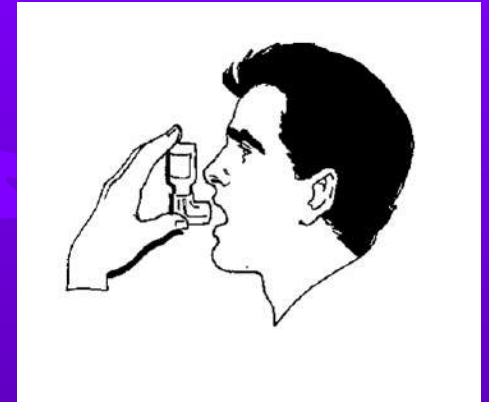


Liquids

- When measuring liquids use a small cup or syringe.
- Check to be sure if medication needs to be refrigerated.



Inhalers



- Used for asthma
- Shake inhaler
- Have student take a deep breath in and out
- Have student place inhaler two finger-widths from mouth and press down on the inhaler while breathing in the medicine deeply. (Encourage them to use a spacer if they have one as it helps the student get more of the medication). Call school nurse for individual training on spacers.
- Have student hold breath for 5 seconds, then breath in and out slowly
- Wait 1 minute then repeat steps above if two puffs are ordered.
- Call parent if student is not better in 15 – 20 minutes after the first dose was given. Call 911 for severe breathing problems
- Always notify the school nurse of a child having breathing problems!!

Nebulizers



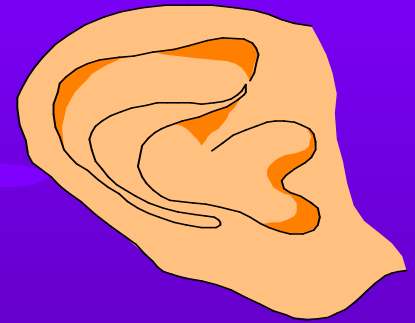
- Used for breathing problems, especially during the cold months.
- Nurse must provide individual training on these machines as all are different.
- Contact the school nurse if a student's parent requests Nebulizer use at school

Eye Medications

- Be sure you have the correct eye
- Do not touch any part of the eye with the tip of the eye dropper
- Apply eye drops one drop at a time with student lying down
- do not allow them to rub eyes

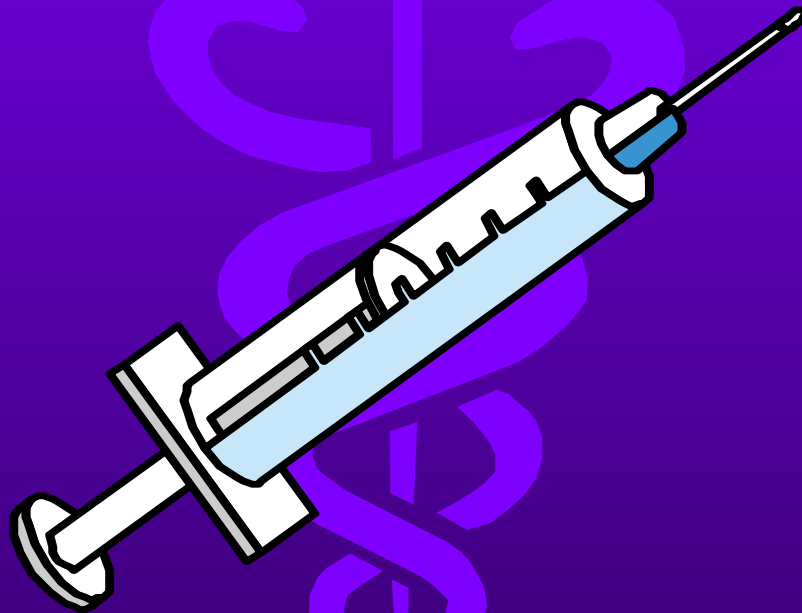


Ear Medications



- Be sure you have the correct ear
- Have student lay with affected ear up
- Pull top part of the ear up and back
- Place correct number of drops in ear
- Have student keep head tilted, drop ear up, for 2 minutes

INJECTIONS



Epi-Pen Injections (First Aid Responder)

- Take medication from cylinder
- IF MEDICATION IS BROWN - DO NOT GIVE CALL 911 AND PARENT
- Remove Safety Cap and place cap to the side. DO NOT TOUCH THE BLACK TIP ON THE OTHER END. THAT IS WHERE THE NEEDLE IS!
- Place BLACK tip to the thigh at a right angle
- Use a quick motion and press black tip hard into thigh (You will hear a loud pop)
- HOLD IN PLACE FOR 10 seconds
- Remove Epi-Pen. Discard in Red Sharps Container or give to emergency personnel
- Massage injection site for 10 seconds
- CALL 911 AND PARENT
- Remember to remove the insect stinger if one is present in the skin.



GLUCAGON INJECTION

(FIRST AID RESPONDER OR DIABETIC CARE MANAGER)

- Remove flip-off seal from the bottle of Glucagon (SEND SOMEONE TO CALL 911)!
- Wipe top of bottle off with alcohol wipe
- Remove the needle protector from the syringe
- **DO NOT REMOVE THE PLASTIC CLIP FROM THE SYRINGE**
- Inject the entire contents of the syringe into the bottle of glucagon
- Swirl bottle briefly until glucagon dissolves completely
- **GLUCAGON SHOULD NOT BE USED UNLESS THE SOLUTION IS CLEAR AND OF A WATER-LIKE CONSISTENCY**
- Using the same syringe, hold bottle upside down, make sure the needle stays in the solution
- Withdraw 1 mg of solution into the syringe
- Cleanse injection site on buttock, arm, or thigh with alcohol wipe
- Inject the needle into one of the above sites
- Turn student onto his or her side
- Feed the student as soon as he or she awakes and can swallow



Diastat Rectal Injection (First Aid Responder)

- Put person on their side – They are having a seizure 3-5 minutes long.
- Get medication and take syringe out of box
- Push up with thumb and pull to remove protective cover from syringe
- Lubricate rectal tip with lubrication packet inside box
- Turn person on their side facing you
- Bend upper leg forward to expose rectum
- Separate buttocks to expose rectum
- Gently insert syringe tip into rectum
- Slowly count to 3 while gently pushing plunger in until it stops
- Slowly count to three before removing syringe
- Hold buttocks together while counting to 3.
- Note the time given and keep person on their side facing you
- Call 911!!! if you are alarmed by the color of the person, the severity of the seizure, or if you are not sure!!! Always err on the side of calling 911!!!

STOP!!!



- If information on the bottle does not match the information on the Medication Administration Order, the parent and the physician should be called
- ALWAYS CALL THE SCHOOL NURSE WITH ANY QUESTIONS/CONCERNS!!!

MEDICATION ADMINISTRATION INCIDENT REPORTING

- In the event that an error occurs related to the dispensing of medication, a Medication Administration Incident Report form will be completed. The school will notify the parent or guardian of the student involved.
- This includes giving the medication to the wrong student, medication that fails to be administered for some reason and if a medication were found to be missing.
- If a student does not come to get their medication and you make no attempt to try and find out the reason within the required time for administration, **YOU HAVE MADE AN ERROR.** You must have either a code or your initials in each block on the MAR.

Field Trips



- Field Trips are considered a part of the school day and therefore, medication or medical procedures that are required during the school day must also be provided on a field trip.
- While on a field trip, the principal or principal's designee trained to administer medication or to perform the medical procedure will accompany the student. The medication and/or necessary supplies will be removed from the secure location and taken on the trip in a secure, locked location.

Conclusion



- School personnel will assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent/ guardian, physician or health care practitioner.
- **Your School Nurse will now provide you with any additional training specific for your student population.**