

BOX ELDER SCHOOL DISTRICT  
SCHOOL NURSES

# MEDICATION TRAINING MANUAL



# **BOX ELDER SCHOOL DISTRICT MEDICATION ADMINISTRATION TRAINING MANUAL INSTRUCTIONS**

---

In order to ensure school staff receives the appropriate and necessary medication administration training, we have created this training manual. To use the manual:

1. Take Pre-Test
2. Review Manual
3. Take Post-Test
4. Send Post-Test to School Nurses Office

We have also included master copies of the following forms:

- Medication Administration Log
- Incident Report – Medication Administration
- Medication Form Checklist
- Parent Release – Non-prescription Medication
- Request for Administration of Medication
- Reminders for Non-Nursing Staff when Giving Medication at School
- Effects of Medication

Keep in mind that school staff that dispenses medication at school must be trained on a yearly basis. If you have any questions or feel you need additional information and/or help, please contact the School Nurses Office at 435-734-4800 or 435-279-8716.

## I. Handwashing

Vigorous, brief rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water.

### **Purpose**

Good hand washing is the single most important procedure to prevent the spread of infection.

### **Objectives**

- To remove disease causing organisms from the hands.
- To prevent the spread of microorganisms to students.
- To prevent the spread of microorganisms to personnel.

### **Equipment**

- Soap
- Running water
- Paper towels

<b>Procedure</b>	<b>Important Points</b>
Wet hands with water	Water, combined with soap, makes better suds. Hot water removes protective oils.
Apply soap and water	Liquid soap is preferred. The dispenser is replaced or cleaned and filled with fresh soap when empty.
Wash hands using vigorous brief (at least 10 seconds) rubbing together of all surface areas.	Include front and back, between fingers and knuckles, around and under nails, and wrist. Avoid harsh scrubbing. If hands are visibly soiled, more time is required.
Rinse hands well under running water.	Soaps and running water allow most microorganisms to be washed off. Leave water running.
Dry thoroughly.	Dry gently to avoid chapping.
Turn off water with towel.	Prevent organism transfer from handle.
Discard towel.	

## II. “Five Rights” of Medication Administration

- **Right Student:** properly identifies the student.
- **Right Time:** administer medication at the prescribed time.
- **Right Medicine:** Administer the correct medication.
- **Right Dose:** Administer the right amount of medication.
- **Right Route:** use the prescribed method of medication administration.

### III. Documentation

Record and report the five rights of medication administration. The form should include the student name, time, medication, dose, route, date, person administering and unusual observations and circumstances. Documentation is referred to as the "Sixth Right".

### IV. Steps In School Medication Administration

#### **A. Follow the school policy for administering medications safely and accurately.**

1. Wash hands. Administration of medication is a clean procedure, which requires hand washing.
2. Verify the authorization with the label. Seek information for questions and/or dose calculations.
3. Gather necessary items.
4. Prepare and give medications in a well-lighted area free from distractions.
5. Check the label for name, time, medication, dose, and route while picking up the container.
6. Prepare the correct dosage of medication without touching the medication.
7. Check the label for name, time, medication, dose, and route while preparing the correct dose.
8. Check the label for name, time, medication, dose, and route before returning the container to the locked and limited access space.
9. Do not leave medication unattended or within the reach of a student.
10. Identify the student. Ask the student to state his or her name. Non-verbal students may need identifying picture on medication container or third party identification.
11. Observe the student for any unusual behaviors or conditions prior to medication administration. If unusual behaviors or conditions exist do not give the medication, follow school policy, and report immediately to the school nurse and record.
12. Explain the procedure to the student.
13. Position the student properly for medication administration.
14. Provide equipment and supplies as needed.
15. Administer the medication to the correct student.
16. Administer the medication at the correct time.
17. Administer the correct medication.
18. Administer the correct dose.
19. Administer medication by the correct route.
20. Verify that the student took the medication.
21. Record as soon as possible after administration according to school procedure. Record student, time, medication, dose, route, person administering and unusual observation.
22. Report unusual reactions immediately to the school nurse following school procedure.
23. Should any questions arise report immediately to the school nurse.
24. Clean, return and/or dispose of equipment as necessary.
25. Wash hands.

#### **B. Monitor student self-administration of medication. Student demonstrates competency to self-administer medication. Monitoring of self-administration should include:**

1. Visual observation to insure proper administration.
2. Reminding student to take medication.

3. Assisting the student to record medication administration.
4. Reporting unusual procedure or circumstances.

**C. *Errors and omissions in Medication Administration. A medication error is a violation of any of the "Six Rights".***

1. Report medication errors immediately to the school nurse, administrator, and parent. The school nurse will determine if the physician will be called.
2. Complete an Incident Report.
3. Continue to observe the student. Record and report any changes.

**D. *Recording and Reporting. The school establishes procedures and forms for recording and reporting.***

1. Record immediately after administering medication to limit the chance of error.
2. For each medication administered, record the person administering. If initials are used a signature must appear on the same page.
3. Errors in recording should be red lined and marked error. Then, record the correct information.
4. Record omissions, absence, or refusals immediately, following school procedure.
5. Record only medication you administered.
6. When medications need to be destroyed, they will be destroyed by the school nurse or under his/her directions according to legal guidelines.

**\*\*\* To administer medication use the general administration step in A, B, C, and D along with the following specific information. \*\*\***

**E. *Oral Medication***

1. Oral bottled medication (tablets, capsules, etc.):
  - a. Remove bottle cap and hold the cap in one hand and the bottle in the other hand.
  - b. Pour the prescribed dose into the cap.
  - c. Transfer any medication from cap to the student (or medicine cup if necessary, give to student).
  - d. Give with a full glass of water unless otherwise indicated. Follow special labeled instructions (e.g., take with milk, take with lunch, shake).
  - e. Verify the student swallowed the medication.
  - f. Recap the bottle and return it to the secure locked place.
2. Oral individually wrapped medications (blister packs):
  - a. Remove or tear off number needed and give to student. Blister packs are usually dated, push out proper date when administering.
3. Oral liquids or powders:
  - a. Shake medication per label instructions.
  - b. Pour liquid from side of bottle opposite the prescription label (hold label in palm of hand) into graduated medicine cup.
  - c. Pour medication at eye level and directly in front of eyes.
  - d. Measure the dosage at the bottom of the disc (meniscus).
  - e. Wipe off any medication on the outside of the container.

- f. Use calibrated medicine dropper or syringe to measure small amounts of liquid.
4. Problems with oral medication and administration:
    - a. Refusal of medication: Report immediately to the school nurse.
    - b. Vomiting Medication: Report the students name and age, medication and dosage, time lapse since administration and if medication was intact.
    - c. Suggestions for students with difficulty swallowing.
      - a. Position student for medication administration.
      - b. Give one medicine at a time with adequate fluids.
      - c. Place medicine on back of tongue.
      - d. Give liquid medications slowly.
      - e. Watch for choking. Call for help if student has coughing spasms and skin begins to darken, or if the student develops breathing problems.
      - f. Verify that the student swallowed the medication.
      - g. Give medications with other food or crushed, as directed.

**F. Skin Medications**

1. Gather necessary equipment: tongue blade, gauze, tape, cleansing material and cotton-tipped applicator. For broken skin or open lesions use gloves.
2. Note condition of affected area. If unusual, report before applying medication.
3. Cleanse the skin, remove previously applied medication, and apply medication in a thin layer or as ordered.
4. Record any changes seen in skin area treated. Notify the school nurse of any change.
5. Cover if directed.

**G. Eye Drops – Use preparations labeled for ophthalmic use (Glove if infectious process exists.)**

1. Gather necessary equipment: cotton balls, tissue.
2. Observe affected eye for any unusual condition and report before medication administration.
3. Cleanse eye with clean cotton ball wiping once from inside to outside. Use clean cotton ball for each eye.
4. Position student with head tilted back and eyes looking up.
5. Open eye to expose the lower inside eyelid.
6. Approach the eye from outside the field of vision.
7. Drop the medication gently into the lower eyelid, not on the eyeball with the drop not falling more than 1” to eye. Wait 1-5 minutes between instillations if more than one drop is ordered.
8. Gently close eye. Ask student to keep eye closed for a few minutes.
9. Blot the excess medication with a new clean cotton ball or tissue.

**H. Eye Ointment (Glove if infectious process exists)**

1. Gather necessary equipment: cotton balls and tissue.
2. Observe affected eye(s) for any unusual condition. Report to the school nurse.
3. Cleanse eye with clean cotton ball. Wipe once from inside to outside. Use a clean cotton ball for each eye.
4. Position student with head tilted back and eyes looking up.

5. Open eye to expose the lower eyelid.
6. Approach the eye from outside the field of vision.
7. Apply in a thin layer along the inside lower lid or as ordered.
8. Hold lid open a few seconds.
9. Close eye gently. Ask the student to keep eyes closed for a few minutes.
10. Blot the excess medication with a new clean cotton ball or tissue.

**I. Ear Drops**

1. Gather necessary equipment: cotton balls and tissue.
2. Position the student.
  - a. If lying on a cot, turn to face opposite side.
  - b. If sitting in a chair, tilt head sideways until ear is horizontal.
3. Cleanse entry to ear canal with a clean cotton ball as needed.
4. Observe affected area for any unusual condition, report to the school nurse.
5. Straighten the ear canal, pull outer ear gently down and back (ages 3 and under) or up and back (older children).
6. Drop the medication on the side of the canal. Avoid the dropper touching anything.
7. Instruct the student to maintain the required position for 1 minute. Gently rub the skin in front of the ear to assist the medication to flow to the inside of the ear.
8. If the other ear is to be treated, repeat procedure after 1 minute wait.
9. Loosely place a cotton ball in the ear if ordered.

**J. Medication Inhaler (follow individual physicians instructions)**

1. Attach mouthpiece to inhaler which contains the medicine.
2. Stand up or sit straight.
3. Shake inhaler for approximately two seconds.
4. Position inhaler with canister upside down above mouthpiece.
5. Holding mouthpiece 1-2 inches from lips (or as instructed), open mouth wide. If a chamber (spacer) is used place mouthpiece in mouth.
6. Breathe out naturally.
7. Open mouth wide and begin to inhale a deep breath slowly. If using a chamber (spacer) seal mouth around mouthpiece and inhale a deep breath.
8. After the beginning of deep breath, squeeze canister down on mouthpiece and breathe as slowly and deeply as possible.
9. Hold breath as long as possible up to 10 seconds to allow medication to settle as deeply as possible into and onto air passages.
10. Wait approximately 1-2 minutes, repeat the process. This technique should allow delivery of medication into air passages opened by first inhalation.

**K. Auto Injector Medication:**

A disposable injection with a spring activated, concealed needle used for emergency self-administration in individuals sensitive to potentially fatal reactions. Follow individualized student plan.

1. Pull off safety cap.
2. If time permits, cleanse with alcohol or soap and water.
3. Place tip on thigh.
4. Press auto-injector against thigh until mechanism activates, and hold in place several seconds. May be injected through clothing.

5. Follow the emergency procedure.
6. Dispose in "Sharps Container" as per Bloodborne Pathogen Procedure.