REMINDERS FOR NON-NURSING STAFF WHEN GIVING MEDICATION AT SCHOOL

Non-nursing personnel who are expected to assist students receiving medication at school should have in-service training regarding district policies and procedures for administering medication.

These are important reminders for all staff who assist students with medication.

1. All drugs have the potential for causing side effects. Observe student's response to medication and report to parents, nurse, or health care provider (according to district procedure) changes in behavior or awareness, rash, complaints, anything else that may be related.

2. Give medication exactly as ordered by the health care provider.

3. Encourage student to drink a full glass of water unless otherwise ordered when medication is taken by mouth.

4. A "no-show" is not acceptable, especially for seizure medication and antibiotics.

5. If child develops a rash, do not give the next dose of medication until you have contacted the parent(s), and he or she has contacted the health care provider.

6. Check storage requirements – heat, light, moisture. Most medications need to be stored in a cool, dry place. Some need refrigeration.

7. Before giving medication, check the name of the student, the name of the medication, and the dosage when taking it from the locked cabinet, before giving it to the student, when charting that the medication was given and when replacing medication in locked cabinet. Accidents can easily happen. Prevent them! Do not allow yourself to be distracted.

8. DO NOT USE ONE CHILD'S MEDICATION FOR ANOTHER.

9. When measuring liquid medication, use standard measuring device, not a tableware teaspoon. Place measuring device at eye level, or on a straight, firm, surface.

10. Document that medication was given.

11. If there is an error or medication incident (accident), follow district procedure for notifying school nurse, administration, the child's parents, and/or health care provider. Complete documentation. It is important to act as soon as the error is discovered.