

Completion of Employee Training for “Assisted Self Administration of Medications in School” Required by The Mississippi Board of Nursing

Having been delegated by my principal to assist with medication administration to students in the schools of the Rankin County School District, I have viewed the medication administration video provided and have read “Medication Administration Reminders at School”. The principles of the six rights of medication administration including the right student, the right medication, the right time, the right dosage, the right route, and the right documentation have been explained and I have demonstrated to the school nurse competency in assisting with administration of medications to students at school.

All medications will be stored in a secure, locked location, but all emergency medications will be easily accessible.

This training covered Rankin County School District’s medication policy and procedure, Medication Administration Record, Unusual Occurrence Form, and consent form. Copies of these forms were provided. I understand that confidential records will be kept on each student receiving medications and documentation of all medications given and /or missed doses of medication is required on the student’s medication administration record.

I also have a clear understanding of the steps to take if an error is made while assisting students with the self-administration of medications. In the event of an error, I will complete an “Unusual Occurrence” report and submit this report to the school nurse within twenty-four hours of the occurrence as required by the Mississippi Board of Nursing.

I understand HIPAA and the statutes and rules governing confidentiality and record management of student health information. I understand that any and all information pertaining to a student’s health or chronic illness is confidential and is only to be shared with others who “need to know” the information in order to do their jobs. I understand that legal repercussions could occur if confidentiality is breached.

Delegated Medication Assistant

Date

Trainer

Date

School