

HANDOUTS



Common Medication Abbreviations

Abbreviation	Definition
Ac	before meals
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
bid	Two times a day
bucc	Buccal (inside the cheek, along the gum line)
Cc	Cubic centimeter (1cc=1mL)
Cap	Capsule
D/C	Discontinue
gtt/gtts	Drop/Drops
inh	Inhalation
MDI	Metered-dose inhaler
Mg	Milligram
mL	Milliliter (1mL=1cc)
nka	No known allergies
OD	Right eye
OS	Left eye
OTC	Over the counter
OU	Both eyes
Ounce	(1oz=30cc's=30mL's)
Pc	After meals
PCN	Penicillin
po	By mouth
prn	When needed or necessary
qd	Every day
qh (q1h)	Every hour
Every morning	qam
q2h	Every two hours
q3h	Every three hours
q4h	Every four hours
q6h	Every six hours
Qid	Four times a day
Qod	Every other day
Stat	At once
S/E	Side effects
SL	Sublingual (Under the tongue)
S-R	Sustained release (slow release)
susp	Suspension
Tab	Tablet
Tid	Three times a day
Tsp	Teaspoon (5mL=1tsp)

Glossary of Medical Terms

Term	Definition
Abrasion	Superficial scraping away of the skin
Acute	A sudden onset, the opposite of Chronic
ADD	Attention Deficit Disorder. A disorder manifested by poor impulse control, distractibility and forgetfulness.
ADHD	Attention Deficit Hyperactivity Disorder. ADD with added symptoms of hyperactivity
Adverse effects	An unexpected or unwanted reaction to a medication It may be sudden or develop over time
Allergic reaction	An immune response to a foreign substance resulting in inflammation and/or organ dysfunction. Symptoms may occur immediately or over time, such as redness, rash, hives, itching, swelling, and yellowing of skin and fever
Analgesic	A medicine for relief of pain
Anaphylaxis	The most dangerous type of allergic reaction. Anaphylaxis is a life-threatening event that may include symptoms such as falling blood pressure, respiratory distress and unresponsiveness
Anti-anxiety	A medication that reduces the feelings of worry or apprehension
Antibiotic	A medication that kills or stops the growth of bacteria
Anticoagulant	A medication that hinders the coagulation of blood (blood thinner)
Antidepressant	A medication used to relieve or prevent depression
Anti mania	A medication used to relieve the mental state of extreme excitement and activity (Manic or Bipolar disorders)
Antipsychotic	A medication that reduces the symptoms of psychosis, such as delusions, hallucinations and distorted reality
Antiseptic	A substance that stops or prevents the growth of various microorganisms on the skin
Binging	A period of excessive indulgence as in eating or drinking
Bipolar Disorder	any of several mood disorders characterized usually by alternating episodes of depression and mania or by episodes of depression alternating with mild nonpsychotic excitement - called also bipolar affective disorder, bipolar illness, manic depression, manic-depressive psychosis
Broad Spectrum Antibiotics	Medication used to treat a wide range of disease causing bacteria
Cerebral stimulants	Medication prescribed for youth with ADD or ADHD often resulting in calmer behavior and better impulse control
“Cheeked”	Medication that has been hidden or attempted to be hidden inside the mouth, generally either in the cheek or under the tongue
Chronic	A persistent or long lasting health condition. Opposite of acute
Conjunctivitis	Itchy swollen eyes that may be caused by allergies, foreign body or bacterial or viral infection. Highly contagious. (also called “pinkeye”)
Controlled substances	Potentially addictive medications regulated by Federal laws

Corticosteroids	(Also called "steroids") are medications prescribed to quickly reduce inflammation and pain. To maximize benefits, but minimize potential side effects, corticosteroids are usually prescribed in low doses or for short durations
Decongestant	a broad class of medications used to relieve nasal congestion. Generally, they work by reducing swelling of the mucous membranes in the nasal passages
Dermal	Refers to skin
Dermatitis	Inflammation of the skin; the skin inflammation varies from mild irritation and redness to open sores, depending on the type of irritant, the body part affected, and sensitivity
Dyspnea	Difficulty in breathing
Dyspepsia	Indigestion, heartburn
Edema	Swelling
Enteric Coating	a substance covering a tablet that will not dissolve until reaching the small intestine
EpiPen®	A disposable pre-filled injectable medication prescribed for treating severe allergic reactions causing respiratory distress (anaphylaxis)
Epilepsy	A neurological disorder that causes recurrent seizures
Expectorant	A medication that loosens mucous from the respiratory tract
Feces	also called stool
Finger cot	A close fitting sheath worn at the end of a finger as a device for protection of the finger
Flat Affect	Lack of emotional response; no expression of feelings; talking in monotone voice or having lack of facial expression
Fungicidal	A medication used to kill fungus
Grandiosity	False or exaggerated belief in one's own worth
Grand Mal Seizure	A major epileptic seizure involving the entire body
Hallucinations	Perceived sights, sounds, tastes, smells, or sensations that are not actually there
Hypertension	High blood pressure readings above the "normal" range appropriate for age
Hypoglycemia	Abnormally low blood sugar
Hypothyroidism	A condition of the thyroid gland characterized by low energy, weight gain and often can mimic depression
Inflammation	A response of the immune system to injury or destruction of cells. Symptoms may include redness, heat, pain and swelling
Jaundice	(Icterus) Yellowing of the whites of the eyes, skin and body fluids
Lacerations	Cuts or scratches on the body
Laxatives	Medications that will cause evacuation of feces (stool) from the body
Lethargic	Drowsy or sluggish, difficult to stay awake
Licensed Practitioner	An individual who has been granted a license to practice within the parameters designated by the board of record. The KBN grants licenses to RNs, APRNs and LPNs. The Kentucky Medical Board grants licenses to

	physicians and the Kentucky Board of Pharmacy grants licenses to pharmacists
Mania	Mental state of extreme excitement and activity (Manic)
MAR	Medication Administration Record; documentation record for medications given
Narcolepsy	A chronic sleep disorder in which a person experiences extreme tiredness and possibly falls asleep during inappropriate times, such as at work or school
Nebulizer	A device used to administer medication in the form of a liquid mist into the airways
Non-controlled medications	Non-controlled medications – Medications with no history of addictive potential; not governed by the same laws and storage requirements as for controlled medications
Ophthalmic	Pertaining to the eyes
Oral Medications	drugs that are given by mouth
Otic	pertaining to or concerning the ear
Over the Counter (OTC) Medications	Medications that may be purchased without a prescription, such as Tylenol® or Advil®
Paranoid Disorder	An excessive anxiety or fear concerning one’s own well being
PRN Medications	Medications ordered to be given only on an “as needed” basis, such as Tylenol for a headache
Psoriasis	Chronic skin disease with scaly red patches
Psychotherapeutic Agents	A classification of medication used to treat mental disorders, may be prescribed to treat depression, psychosis or bipolar disorders
Route of Administration	How a medication is to be given, such as by mouth, on the skin (topical), etc.
Seizure	A brief, excessive discharge of electrical activity in the brain that alters one or more of the following: movement, sensation, behavior, awareness
Tardive Dyskinesia (TD)	A neurological disorder that may be due to long term and/or high doses use of some antipsychotic medications; characterized by abnormal repetitive, involuntary movement of the face, such as grimacing, lip smacking, or rapid eye blinking
Topical medication	Medications applied to the skin
Tourette Syndrome	A neurological disorder characterized by unusual, involuntary movements or sounds, called tics. Common tics are throat-clearing and blinking. May occur with other neurological disorders such as ADHD, Obsessive-Compulsive Disorder (OCD), anxiety or depression

HANDOUT #1 STEPS FOR PROPER HAND WASHING

Hand Washing Steps

1. Wet hands
2. Apply soap and rub hands together for 20 seconds
3. Scrub backs of hands, wrists, between fingers, and under fingernails
4. Rinse
5. Towel dry
6. Turn off water with towel

Alcohol Based Hand Sanitizers

Alcohol-based hand sanitizers are an excellent alternative when soap and water are not available. However, if hands are visibly soiled, soap and water must be used.

How to use an Alcohol Based Hand Sanitizer

1. Apply ½ tsp (nickel size) of the sanitizer to the palm of the hand
2. Rub hands together, covering all surfaces until they are **dry** (approximately 20 seconds)

**1. Right Student**

Always have two (2) ways of identifying the student when administering medications.

2. Right Medication

Verify that the name of the medication on the label on the medication container matches the information on the Medication Administration Log

3. Right Dose

Read the label on the medication container and compare it to the information on the Medication Log. Be sure to note the dose of the medication to be given.

4. Right Route

Read the label on the medication container and compare it to the information on the Medication Log. Be sure this information matches.

5. Right Time

Follow the instructions on the Medication Log. Compare with the instructions on the medication container label. Follow school district policy for the time frame acceptable to give the medication (Example: 30 minutes before or 30 minutes after the scheduled time.)

6. Right Documentation

Each medication given must be documented when it is given. (Remember- If a medication has been given but not documented, there is the potential of overdosing.)

Always Check the Medication:

- When removing the medication from storage (drawer/shelf)
- When removing the medication from the container/package
- When returning the medication container to storage (drawer/shelf)

Handout # 5

Oral Medication Administration



- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation.
- ✓ Pour medication into the bottle lid and then into the disposable medicine cup.
- ✓ Provide the student with 4 to 6 ounces of water or other liquid that allows for easy swallowing.
- ✓ Verify the student has swallowed the medication.
- ✓ Document on the medication administration record (medication log) that you have administered the medication.
- ✓ Replace the medication in locked storage area.
- ✓ Observe the student for any medication reaction as appropriate.



Handout # 6

Liquid Medication or Syrup

- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation.
- ✓ Have the container at eye level when measuring.
- ✓ Holding the bottle so that the label is in the palm of the hand, pour the liquid into a plastic marked cup. Pay attention to the markings on the container to make sure the dose is accurate.
- ✓ Verify the student has swallowed the medication.
- ✓ Document on the medication administration record (medication log) that you have administered the medication.
- ✓ Replace the medication in locked storage area.
- ✓ Observe the student for any medication reaction as appropriate.

Additional tips on how to use liquid measuring devices may be found on the Safe Medication website.

Handout # 7

Eye Drops and Eye Ointment



- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation. (Know which eye is to be treated. Initials may be used to specify the eye that requires treatment, O.D.= right eye; O.S.= left eye; O.U.= both eyes).
- ✓ Put on gloves.
- ✓ Stabilize the head by having the student tilt their head back or have them lie down.
- ✓ Have the student look upward.
- ✓ Gently pull the lower lid away from the eye to form a “pocket”.
- ✓ Place drop(s) into pocket area allowing the drop to fall into the pocket. Do not place medicine directly on the eye itself. Make sure the bottle tip does not touch the eye or eye lid.



- ✓ If an ointment is used, apply a thin strip into the “pocket” without touching the eye or eyelid.
- ✓ Have the student close their eye(s) for a few moments.
- ✓ Dab away excess with tissue.
- ✓ Remove gloves.
- ✓ Document on the medication administration record (medication log) that you administered the medication.
- ✓ Replace medication in locked storage area.
- ✓ Observe the student for any medication reaction as appropriate.



Handout # 8

Ear Drops

- ✓ Follow the Six Rights of Medication Administration: **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation.
- ✓ Put on gloves.
- ✓ Loosen lid on medication and squeeze rubber stopper to fill the dropper.
- ✓ Stabilize the student's head by tilting it toward the opposite shoulder and turn head to the side.
- ✓ Gently pull the top of the ear (cartilage) back and up and hold.
- ✓ Place the prescribed number of drops into the ear canal without touching the dropper to the ear.
- ✓ Have the student to remain in the same position for a few minutes to avoid leakage.
- ✓ Remove gloves.
- ✓ Document on the medication administration record (medication log) that you administered the medication.
- ✓ Replace medication in locked storage area.
- ✓ Observe the student for any medication reaction as appropriate.



Handout # 9 Topical Ointment or Creams

- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation
- ✓ Put on gloves
- ✓ Loosen cap on the medication and squeeze a small amount directly onto cotton tipped applicator (Q-tip®)
- ✓ Apply ointment directly to the area or give applicator to student for them to apply
- ✓ Cover Area, if indicated
- ✓ Remove gloves
- ✓ Document on the medication administration record (medication log) that you administered the medication
- ✓ Replace medication in locked storage area
- ✓ Observe the student for any medication reaction as appropriate



Handout # 10

Nasal Spray

- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation
- ✓ Have the student blow their nose
- ✓ Have the student block one nostril with a finger
- ✓ Insert the nozzle of the inhaler into the other nostril
- ✓ Aim inhaler so that the spray is directed upward and outward away from mid line
- ✓ Instruct student to exhale
- ✓ Squeeze the inhaler quickly and firmly, then instruct the student to inhale
- ✓ Repeat as directed for other nostril
- ✓ Document on the medication administration record (medication log) that you administered the medication
- ✓ Replace medication in locked storage area
- ✓ Observe the student for any medication reaction as appropriate



Handout # 12

Metered Dose Inhalers (MDI)

A metered dose inhaler is a pressurized canister of medicine that is sprayed through a mouthpiece. You can help a student follow these simple steps to properly use their MDI.

- ✓ Follow the Six Rights of Medication Administration; **Right** student, **Right** medication, **Right** dose, **Right** time, **Right** route and **Right** documentation.
- ✓ Shake the inhaler several times.
- ✓ Check that canister is firmly positioned in plastic holder (and attach spacer if required.)
- ✓ Have student slightly tilt their head backward.
- ✓ Have student breathe out (exhale) completely.
- ✓ Have student place the mouthpiece between the teeth and close lips around it.
- ✓ Squeeze the inhaler to discharge the medicine and have student begin to inhale immediately.
- ✓ Instruct student to breathe in slowly and deeply for 3-5 seconds. Once inhaled, have student remove the inhaler from their mouth, hold their breath for 5-10 seconds and then exhale.
- ✓ Rest for a minute, then repeat this sequence for each prescribed “puff”.
- ✓ Document on the medication administration record (medication log) that you administered the medication.
- ✓ Replace medication in locked storage area.
- ✓ Observe the student for any medication reaction as appropriate.

ALWAYS CONSULT THE STUDENT’S ASTHMA ACTION PLAN/PRESCRIPTION FOR INSTRUCTIONS ON HOW TO ADMINISTER THE INHALER.

Handout # 13 How to Administer Glucagon®



- ✓ Identify someone to call 9-1-1
- ✓ Refer to student's Diabetes Management Plan for Glucagon dose
- ✓ Open kit
- ✓ Remove flip top seal from vial
- ✓ Remove needle protector from syringe
- ✓ Slowly inject all sterile water from syringe into vial of Glucagon® (leave needle in vial if possible)
- ✓ Gently swirl vial (don't shake) until solution is clear. (May leave syringe in vial)
- ✓ Withdraw amount of Glucagon® prescribed from vial back into syringe
- ✓ Inject straight (90° angle) into
 - arm (upper)
 - leg (thigh)
 - or buttocks
 - (may inject through clothing if necessary)
- ✓ Slowly inject Glucagon® into site
- ✓ Withdraw needle, apply light pressure at injection site
- ✓ Turn person on his/her side, person may vomit
- ✓ Place used needle back in kit and close lid (do not recap)
- ✓ Give used kit to EMS personnel
- ✓ Document administration of Glucagon® on Medication Administration Record (Modified from Eli Lilly and Company, 2017)



Handout # 14 How to Administer an EpiPen

- ✓ Identify someone to call 9-1-1.
- ✓ Flip open cap at top of carrier tube.
- ✓ Remove EpiPen® from carrier tube and remove the blue safety release.
- ✓ Form a fist around the unit with the orange tip pointing downward.
- ✓ Swing and **firmly push** orange tip against outer thigh until click is heard. (Auto-injector may be given through clothing).
- ✓ **Hold in place for 3 seconds.** The injection is now complete.
- ✓ Remove pen from thigh and massage injection site for 10 seconds.
- ✓ Place used auto-injector into carrier tube and give to EMS when they arrive
- ✓ Document administration of EpiPen® in Medication Administration Record (MAR).

Note: Always refer to the package insert for additional information on administration.
(Source: Mylan: [howtouseepipenautoinjector.pdf](#))



Handout # 16 How to Administer Valtoco (diazepam)

- ✓ Identify someone to call 9-1-1
- ✓ Remove Valtoco Nasal Spray from package
- ✓ Hold the nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle
- ✓ Tilt the person's head back and provide support under the neck with your hand.
- ✓ Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose
- ✓ DO NOT Prime Sprayer
- ✓ Press the plunger firmly to give the dose of Valtoco nasal spray
- ✓ Remove the nozzle after giving the dose
- ✓ Throw away nasal spray device(s) after use.
- ✓ If giving the 15 mg or 20 mg dose, repeat the steps and use the second device in the other nostril to give the full dose of VALTOCO
- ✓ Document administration of medication continue to observe and follow seizure action plan.

Sources: © Neurelis, Inc. 2021.

INSTRUCTIONS FOR USE

For 5 mg and 10 mg Doses



Important: For Nasal Use Only.

Check the expiration date before use.

Do not remove VALTOCO until ready to use. Do not test VALTOCO.

Keep out of reach of children.

Inspect VALTOCO for damage. If damaged, you may not receive the full dose.

You and your family members, caregivers, and others who may need to administer VALTOCO should read this Instructions for Use that comes with VALTOCO before using it. Talk to your healthcare provider if you, your caregiver, or others who may need to administer VALTOCO have any questions about the use of VALTOCO.

Safely secure the person

If the person appears to be having a seizure, gently help them to the floor and lay them on their side in a place where they cannot fall.

The person can be on either their side or back to receive VALTOCO.

Move objects and furniture away from the person to avoid injury.

Give VALTOCO 5 mg dose or 10 mg dose. 1 dose equals 1 nasal spray device.

Device sprays one time only.

Important: Do not test or prime VALTOCO.



Step 1: Remove 1 VALTOCO blister pack from the box.

Each blister pack contains 1 nasal spray device. 1 device contains 1 dose.



Peel back the tab with the arrow on the corner of the pack.



Remove VALTOCO from the pack.

Step 2: Hold VALTOCO with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



Step 3: Gently insert the tip of the nozzle into 1 nostril until your fingers, on either side of the nozzle, are against the bottom of the person's nose.



Step 4: Press the bottom of the plunger firmly with your thumb to give VALTOCO.



Step 5: Remove VALTOCO from the nose after giving the dose.

Each individual VALTOCO contains 1 single spray.

Throw it away (discard) after use.

After giving VALTOCO, evaluate and support

Keep or move the person onto their side, facing you, so that you can watch them closely.

Loosen any tight clothing and provide a safe area where the person can rest.

Call for emergency help if any of the following happen:

- Seizure clusters are different from that of other seizures the person has had
- You are alarmed by how often the seizures happen, by how severe the seizure is, by how long the seizure lasts, or by the color or breathing of the person

Make a note of the time VALTOCO was given and continue to watch the person closely.



Time of first VALTOCO dose: _____ Time of second VALTOCO dose (if given): _____

The healthcare provider may prescribe another dose of VALTOCO to be given at least 4 hours after the first dose. If a second dose is needed, repeat Steps 1 through 5 with a new blister pack of VALTOCO. If the person is not having a seizure when the second dose of VALTOCO is given, it may be given to the person when they are lying down, standing, or sitting.

For more information about VALTOCO, please visit www.valtoco.com or call 1-866-696-3873. You are encouraged to report side effects of prescription drugs to the FDA by visiting www.fda.gov/medwatch or by calling 1-800-FDA-1088.

This Instructions for Use has been approved by the U.S. Food and Drug Administration. Issued: 1/2020



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VALTOCO® (diazepam nasal spray): Confidence in the Classroom

Students with seizure clusters and their parents can carry confidence while at school with VALTOCO—the first and only diazepam nasal spray for seizure cluster rescue in adults and children 6 years of age and older.

Same active ingredient as Diastat®
VALTOCO has the same active ingredient as Diastat (diazepam rectal gel).¹ And since VALTOCO has a nasal route of administration, it gives students a discreet treatment option.

FDA-approved seizure rescue nasal spray for ages 6 and older



VALTOCO can be administered by anyone...wherever, whenever.²



Ready and reliable²



FDA-approved for safe administration by nonmedical care partners²



Each blister package contains a full dose²



Room temperature storage²

Ready yourself and your students who have seizure clusters.

- Educate yourself about VALTOCO for students 6 years of age and older
- Contact myNEURELIS™ and speak with a Nurse Educator to learn how to administer to students who have been prescribed VALTOCO
- Following training, let parents know you are prepared and confident in administering VALTOCO

Flexible support for you

Through myNEURELIS you can connect with a registered nurse educator for one-on-one instruction. myNEURELIS nurse educators can:

- Provide virtual training on how to give VALTOCO
- Answer VALTOCO-related questions
- Offer resource materials

Personalized support is also available for your students and their care partners.

myNEURELIS™
Personalized Support for Patients & Care Partners

Call myNEURELIS today at 1-866-myNEURELIS (1-866-696-3873) to get a demo kit and other resources.

Indication

VALTOCO® (diazepam nasal spray) is indicated for the acute treatment of intermittent, stereotypic episodes of frequent seizure activity (ie, seizure clusters, acute repetitive seizures) that are distinct from a patient's usual seizure pattern in patients with epilepsy 6 years of age and older.

IMPORTANT SAFETY INFORMATION

RISK FROM CONCOMITANT USE WITH OPIOIDS

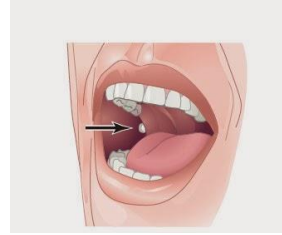
Concomitant use of benzodiazepines and opioids may result in profound sedation, respiratory depression, coma, and death.

- Reserve concomitant prescribing of these drugs for use in patients for whom alternative treatment options are inadequate
- Limit dosages and durations to the minimum required
- Follow patients for signs and symptoms of respiratory depression and sedation

Please see page 2 for additional Important Safety Information and read accompanying full Prescribing Information, including Boxed Warning.

VALTOCO®
(diazepam nasal spray) ©

✓



Handout # 17 How to Administer Clonazepam (Klonopin) Buccal Seizure Medication

- ✓ Turn student on their side where they can't fall
- ✓ Consult student's Seizure Action Plan to confirm drug, dose, route and administration orders
- ✓ Administer prescribed medication between seizures
- ✓ Put on gloves
- ✓ With gloved hands, use gauze pad to dry gum and inside of cheek
- ✓ Place tablet in pocket between inner cheek and gum
- ✓ Close mouth and gently rub along outside of cheek to promote absorption
- ✓ Observe response, provide care and comfort
- ✓ Consult action plan for post-seizure care; call 9-1-1 if directed
- ✓ Document medication administration in Medication Administration Record

Guidelines and picture used with permission from Epilepsy Foundation, *Using Rescue Therapies in Epilepsy Care*

Handout # 18 How to Administer Baqsimi (Glucagon)



- ✓ Identify someone to call 9-1-1
- ✓ Remove Baqsimi from shrink wrap by pulling on red stripe
- ✓ Open lid and remove the device from tube (Don't press plunger until ready to give)
- ✓ Hold device between the fingers and thumb
- ✓ Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose
- ✓ Press the plunger firmly to give the dose, dose is complete when green line disappears
- ✓ Remove the nozzle after giving the dose
- ✓ If person does not wake up, a second dose may be given if part of diabetes plan
- ✓ Document administration of Baqsimi and continue to observe until EMS arrives.
- ✓ Encourage person to eat as soon as possible. When they can safely swallow, give fast acting source of sugar first, then a snack.

Source: *Eli Lilly and Company 2019*

Handout # 19 How to Administer Intranasal Midazolam (Syringe and Atomizer)

- ✓ Draw the syringe plunger back to the measured dose
- ✓ Insert syringe into midazolam vial and inject measured volume of air into vial
- ✓ Withdraw appropriate volume of medication from vial
- ✓ Attach atomizer

Note: If directed on label, draw up an additional 0.1 ml of medication to allow for dead space in the atomizer

Appendix

Statutory/Regulatory Reference	Title/Description
702KAR 1:160	School Health Services
KRS 156.502	Health services in the school setting – Designated provider– Liability protection
KRS 314.011	Definitions for APRN, RN, LPN- Kentucky Board of Nursing
KRS 314.021	Policy, regulation of nursing- Kentucky Board of Nursing
201 KAR 20:400	Delegation of Nursing Tasks
KRS 158.834	Self-administration of medications by students with asthma or anaphylaxis – Authorization – written statement – acknowledgement of liability limitation – duration of permission
KRS 158.836	Possession and use of asthma or anaphylaxis medications
KRS 158.838	Emergency administration of diabetes and seizure disorder medications – required written statements – limitation on liability – renewal of permission – expiration dates of medication –self-performance of diabetes care tasks-diabetes or seizure disorder not to prevent attendance at school the student would ordinarily attend
KRS 160.1592	Public Charter Schools Part of State’s Public Education System
AOS #15	Roles of Nurses in the Supervision and Delegation of Nursing Acts to Unlicensed Personnel
AOS #30	School Nursing Practice
20 U.S.C. § 1232g; 34 CFR Part 99 Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA)

[The Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)

is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Forum Guide to the Privacy of Student Information: A Resource for Schools (NFES 2006–805).
U.S. Department of Education, Washington, DC: National Center for Education Statistics