

## **ADMINISTERING MEDICATIONS IN SCHOOL PROCEDURE**

### **I. PURPOSE**

Medications in District 309 can be administered to students by an RN, LSN, LPN or an Unlicensed Assistive Personnel (UAP). An UAP is anyone designated, willing, and trained to give medications. They are “unlicensed” in terms of providing health services. (e.g. health assistant, teacher, school admin) Under the delegation of an LSN/RN, UAPs can perform medication administration.

### **II. TRAINING**

It is the Licensed School Nurse’s (LSN) responsibility to review medications and train personnel administering medications. The UAP needs to have appropriate training to perform these functions. The LSN/RN must keep written documentation of the UAP’s initial and ongoing competency. The UAP needs to be willing to communicate to the LSN/RN/LPN his or her own ability to perform the medication administration, document medications administered, and report to the LSN/RN/LPN any inconsistencies or deviations from expected procedures. If uncomfortable with performing medication administration, a staff member has the right and responsibility to ask for education and additional supervision about medication administration.

### **III. STORAGE**

All prescription medications will be stored at a central, locked location within the school building. Medication must remain in its original bottle/packaging. Medications will be counted and recorded every time more medications come into the health office.

### **IV. ADMINISTRATION**

**A.** The parent must fill out a medication request form in order to be given in the school.

**B.** The Six Rights of Medication Administration:

1. Right student (ask student their name)
2. Right time (usually within 30 minutes earlier or later than designated time unless otherwise specified by provider or pharmacist)
3. Right medicine (administer right med, check 3 times, prior to administration)
4. Right dose
5. Right route (use the prescribed method of medication administration e.g.. Oral, topical)
6. Right documentation (promptly and accurately document the medication administration)

**C.** Check the daily log to make sure no one else gave the medication.

**D.** Watch the student take the medication.

- E.** Never leave the medication unattended.
- F.** The LSN should be contacted immediately if the student receiving the medication appears to be having an allergic reaction to the med or if medication error has occurred.