

# Administration of Medication in schools

Duplin County Schools 2013



# Reasons for Medication Administration in Schools

- Alleviate symptoms of short term illness (headaches, colds)
- Treat students with chronic illness (diabetes, or asthma when emergency arises)
- Help students with ADHD focus on school work better
- Treat students with acute illness (infections)



# **Board Policy –(Available on line)**

- To receive medication (prescription or OTC) at school, written authorization is required from parents and health care provider
- Medication is delivered to school in a pharmacy-labeled container by an adult
- Medications are administered only by a nurse or trained personnel
- All medications administered in school are logged in the Medication Administration Record (MAR)

- All prescription medications shall be kept in container properly labeled by a pharmacist with the child's name, the name of medication, and the dosage, time, and frequency to be given.
- All non-prescription or OTC shall be in the original container, properly labeled with child's name and instructions for administration.

# “Rights” of medication administration

Before administering medication, ask the following questions:

- Right student?
  - Right medication?
  - Right dosage?
  - Right time to administer?
  - Right route?
- Make sure the answer is YES to all questions



# “Right” Student

- Don't guess - Ask the student to tell you their full name (first and last) before medication is given
- If a student is non-verbal, ask a staff member who knows the student to verify that it is the correct student
- Having a picture ID of student is also helpful



# “Right” Medication

- Check prescription bottle for correct prescription information
- Check MAR and Medication Authorization Form making sure that:
  - The name of the medication on both are the same
  - The student’s name on both are the same



# “Right” Dosage

- Check dose listed in the prescription bottle
- Check dose listed in MAR
- Note strength of medicine(1.e. 25mg) and note amount to be given (1/2 or 1 tab, or 1tsp)
- DO NOT give if dose is incorrect!!



# “Right” Time



- Check time on MAR and Medication Authorization form
- Medication must be given within a 30 min window (ex. If the medication is written to be given at 12:00, you can give it anytime between 11:30 – 12:30)

# “Right” Route

- Compare the route listed on the Authorization Form and the label of the medication bottle
- Make sure that you give the medication the *way it is ordered* to be given
- Call the school nurse with any questions about the proper route for medication administration

# “Right” Documentation

- If you don't document, there is no record that you gave the medication or performed the procedure, and therefore, it never happened.
- Document
  - On the correct student file
  - After the medication has been given
  - The time medication was given
  - The reason the medication was given late or not at all

# Procedure

Before administering medication, do the following:

- Check date and authorization form
- Ask the five “RIGHTS”, answer yes to all
- Put the medication in a med cup
- Give student water and watch him/her take it



# Procedure

Administering liquid medications:

- Shake liquid med if needed
- Pour liquid in cup at eye level
- If not sure on dosage, contact nurse
- Give to student and make sure he/she swallows entire content
- Do not forget to DOCUMENT.

