Union County Public Schools Medication Administration

Medication Consent Form Requirements

- Student's name
- Name of Medication
- Medical Diagnosis
- Dose to be given
- Route of medication (by mouth, eyes/ear or inhaled)
- Time the medication should be given
- How the medication is dispensed

("Medication Administration in Schools," 2017)

Medication Consent Form Requirements

- Purpose of medication
- Parent signature and date
- Parent contact information
- Doctor (MD/DO), Physician Assistant (PA), or Nurse Practitioner (NP) signature and contact information
- How often as needed (PRN) medication can be given
- Symptoms for as needed (PRN) medications to be given
- CHECK WITH NURSE FOR QUESTIONS ABOUT MEDICATION CONSENTS



http://neiapodiatry.com/wp-content/uploads/2015/02/approved-clipboard-icon-512-300x300.png

("Medication Administration in Schools," 2017)

Medications Received

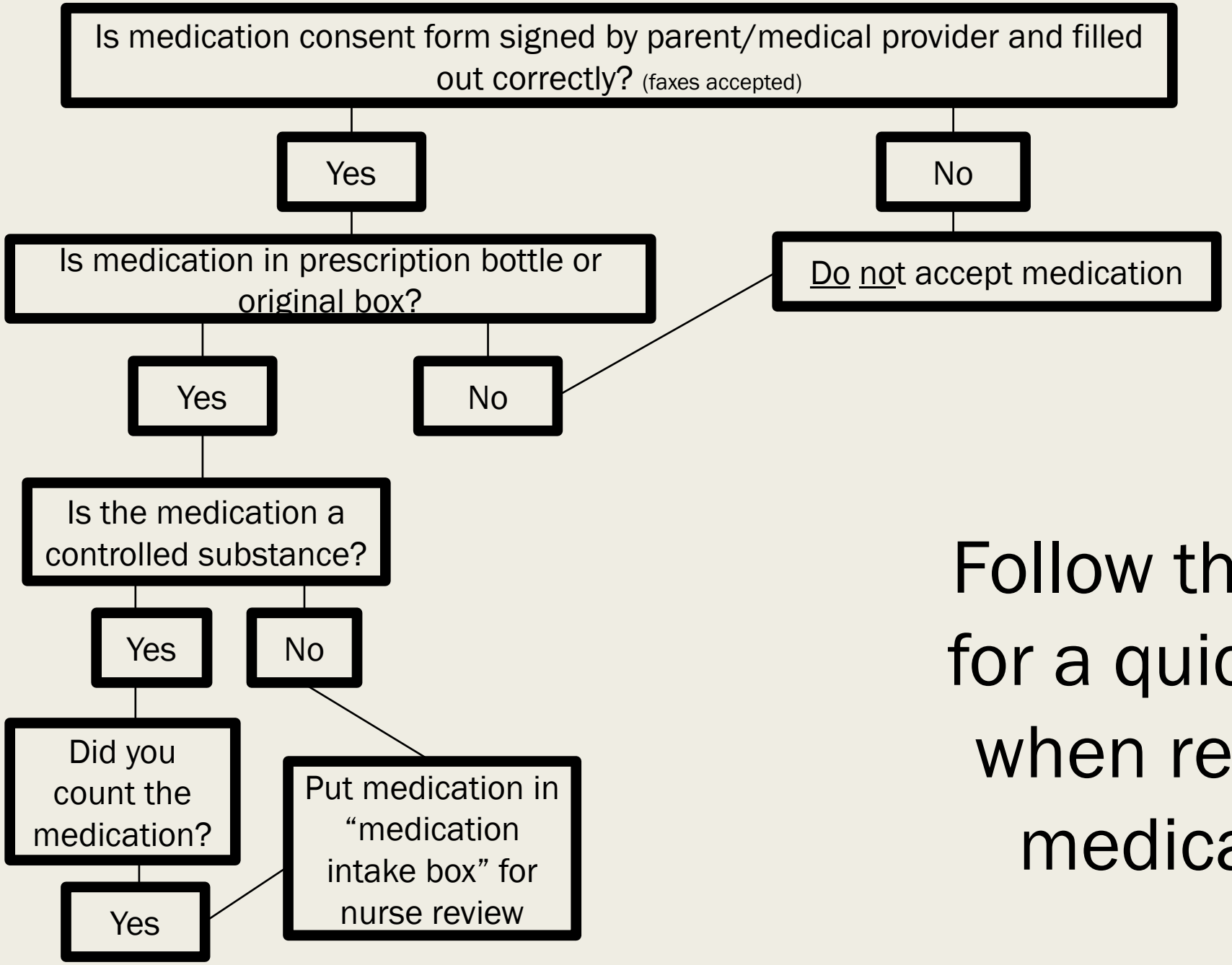


http://images.clipartpanda.com/polio-clipart-rx-meds4c.gif

- All medication received in a prescription bottle must have:
  - *Student's name*
  - *Correct name of medication*
  - *Strength of the medication*
    - *Regardless of instructions on prescription bottle, all medication administration must follow the medication consent form*
- Over the counter medications:
  - *Must be in original bottle/dispensing by manufacturer*

- Any medications received that are not in a correctly labeled prescription bottle or in original dispensing by manufacturer will not be given

EXPIRED MEDICATIONS CANNOT BE ACCEPTED OR GIVEN



Follow this chart for a quick guide when receiving medications

Administering Medications

- Ensure the 5 Rights of Medication Administration
  - *Right Student*
  - *Right Medication(s)*
  - *Right Amount/Dose*
  - *Right Route (ex: by mouth)*
  - *Right Time*



https://cdn.moneycrashers.com/wp-content/uploads/2013/08/checking-prescription.jpg

- Medication must be given within 30 minutes before or after the prescribed time. Medication that is due at 10:00 am may be given between 9:30 a.m. and 10:30 a.m.

(Edwards & Axe, 2015)

Documenting Medication Administration

- ***ALL*** medication given must be charted in the medication log
- There are two types of medication logs
  - *Daily/scheduled medications*
  - *As needed (PRN) medications or emergency medications*

- When giving daily or as needed medications, proper documentation includes:
  - *Date, time, initials*
  - *mg for all medications*
  - *Amount of "puffs" given for inhaled medications*

(Edwards & Axe, 2015)

Documentation

(on the bottom of the medication log)

- Be sure to include date and your initials on each entry
- Don’t forget to send “medication needed” reminder home when student’s supply is low
- Count and document all controlled substances
- Any phone/note communication home to parent
- Any communication with school nurse/doctor



https://explorispto.files.wordpress.com/2014/06/dont-forget-frog.jpg

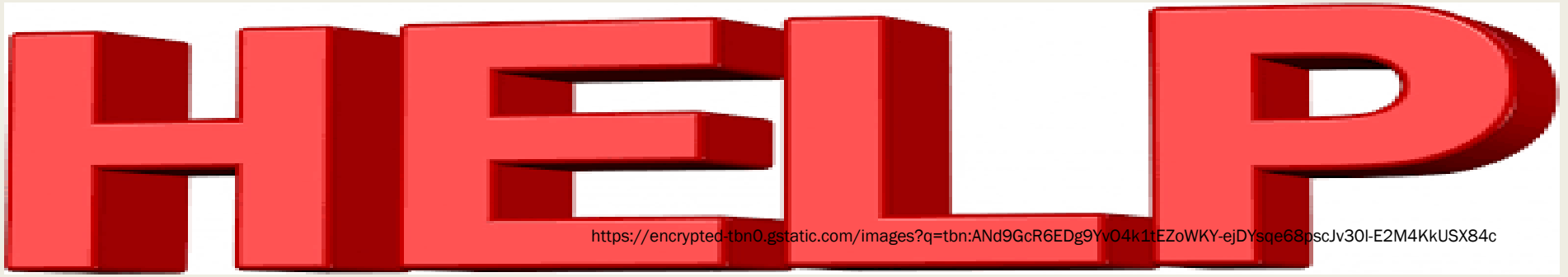
If a medication is not documented as given, staff will assume the medication was NOT given

(Creed, 2017)



https://dailyps.com/wp-content/uploads/2014/04/dont-forget-to-remember.jpg

All daily medications *must* be given. You may have to go and find the student if they do not come to the office.



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Questions About Medication Administration?

- When in doubt, do NOT give the medication
- Questions that may arise
  - *Should I give this?*
  - *Is this the correct dose?*
  - *The student states he/she has already taken this medication today?*
  - *The student questions the amount or color of liquid?*
  - *The student questions the color of the pill?*
  - *The student questions the time of the medication?*
- If there are <u>any</u> questions, call the school nurse for clarification

(Creed, 2017)

Quick Tips & Helpful Hints



- When in doubt, call for the school nurse
- If medication does not follow the guidelines, the parent will have to come and administer medication if needed at school until the proper forms and bottles are received
- Make sure you witness child taking medication
  - *The child can not leave to take medication in another room*
- If you make an error while documenting medication, draw a single line through the mistake and record correct information

Field Trips

- All medications given at school or school sponsored field trips must have parental and medical provider consent
- Consents are required for all medications including emergency, prescription and over-the counter.
- All medication must be sign-out prior to the field trip and signed back in immediately to the health room.
- Stock medications are not allowed to be taken on a field trip.



- Please see School Nurse for questions and to complete the medication administration test

References

Creed, S. (2017). Avoiding medication errors in general practice. *Practice Nurse*, *47*(2), 24-26.

Edwards, S., & Axe, S. (2015). The 10 'R's of safe multidisciplinary drug administration. *Nurse Prescribing*, *13*(8), 398-406.

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