HOW TO SET UP A MEDBOOK &
STUDENT SPECIFIC TRAINING BOOK

MEDICATION BOOK

LABEL SPINE AND FRONT OF BOOK

1.Medication Book Review Sheets

These are found in the RN shared drive under Misc. Forms -> Medication paperwork
There is **one** form for Routine and **one** form for PRN
These are to be completed by the RN in **NOVEMBER & MARCH**
Purpose of these forms? To complete and document a FULL medication book audit.
The RN should audit the medication books weekly. (doing random counts, making sure paperwork is correct, etc)

START TABS/ LABEL AS FOLLOWS

2. Emergency

- **A.** School Medical Emergency Information
- **B.** Health Plan for Emergency Evacuation
- **C.** CPR Cards-RN/Health Tech/Back up 1/ Back up 2 (clinic back ups must have CPR & first aid)

3. Medication policy

Medication section of Policy and Procedure Manual (Due to P&P updates, page numbers subject to change)

This is found on the District website->Departments->Health Services->Training Resources ->Health services ->Policy and Procedure Manual

4. Parent Responsibilities

This is the form that is given to parents when medications are checked in

5. Daily Medications

6. ***PRN Medications*** You may choose to have a Separate PRN Book. The separate PRN book only requires A-Z tabs
7. ***Med Error-*** Medication error report (found on Health Services Website)
8. ***Med Destruction-*** (found on Health Services Website)

STUDENT SPECIFIC TRAINING BOOK

***Training*:** This is a book separate from the med book.

Please label the spine- ***STUDENT SPECIFIC TRAINING*** and include the following sections

1. ***Annual Training***-This will include the HT annual training completed during summer training and the two-district backup Medication Administration training, emergency medication training, a copy of their test (found on website)
2. ***Seizure***-This will include all certificates from online training. (ALL) staff must be trained
3. ***Anaphylaxis***-This will include the certificates from online training (new legislation compliance)
4. ***Insert A-Z tabs***- This section will include student-specific training and field trip training. (upload student-specific forms into focus)

Updated 7/1/2026