

MEDICATION ADMINISTRATION

TRAINING COURSE

MEDICATION ADMINISTRATION OVERVIEW

- Importance of proper medication administration.
- Types of medications administered in a school setting.
- The 5 RIGHTS to proper medication administration.
- Universal Precautions regarding administration of medication.
- What NOT to do.
- Requirements in school.

Why do you need to have this training?

- California Code of Regulations, Title 5, Education Code 49423
- Allows designated school personnel to administer medication to pupils as allowed by law.
- Prior to administration the school must obtain:
 - Order from a proper healthcare provider stating medication, route, dose, and frequency for an individual.
 - A written statement from parent or guardian consenting for assistance regarding medication administration as stated. by healthcare provider.
 - Medication delivered to school in the original, labeled container.

Importance of Proper Medication Administration

- More chronically ill and stable children are going to school with medications required to be taken some time while in school.
- Proper administration of medications can promote and support a child's academic success.
- Proper administration of medications may help keep a child healthy and keep his or her chronic condition stable.

Types of Medications Present in the School Setting

- The requirements for administering medications in school are the same, regardless of the type of medication (e.g. over the counter cough drops vs. prescribed).
- **Medications for short-term use**
 - Antibiotics
 - Over-the-counter medications
- **Medications for long-term use**
 - ADD/ADHD medications
 - Insulin
- **Emergency medications**
 - Antihistamines (e.g. Benadryl)
 - Epi-pens
 - Glucagon
 - Quick-relief inhalers

The Five Rights of Medication Administration

- Prior to medication administration ensure that:
- The person to whom you are about to administer the medication to matches with the name of the person on the medication container. To confirm the child's identity ask for his or her name, compare face to a picture or have another individual confirm the child matches with the name on the medication container.
- Ensure the medication is the right medication that is suppose to be given and is a medication the parent or guardian consented to have administered.
- Check the date on the container to make sure the prescription is recent.
- The right dose means that what is removed from the container is the right amount or number of pills that is supposed to be given as stated by the directions of the physician or healthcare provider.
- The container should also state how the medication should be delivered via mouth, eyes, ears, nose, airway, rectum, skin, or injection.
- Lastly, ensure that the medication is being delivered at the right time as directed by the doctor or healthcare provider.
- Do NOT skip checking the five rights even if you become familiar with the child taking the medication or with the medication itself. One can never be too sure if a dose was changed without your knowledge or a medication bottle was misplaced on accident.

Safe Medication Administration

- Hand washing:
 - Wash hands before and after giving medication.
- Disposable gloves:
 - Use gloves if contact with blood or bodily fluids is expected (ensure child does not have an allergy to latex if latex glove to be used).
 - Wash hands before and after putting gloves on.
- Dispose of gloves and other materials properly.

Requirements for Proper Medication Administration

- Completed [Medication Authorization Form](#)
 - Make sure all 5 Rights are listed.
 - Make sure both physician and parent consent is clear.
- Each medicine must be delivered to school in a separate container labeled by a pharmacist licensed in the United States.
- Count medication with parent/guardian in attendance. Have them sign back of envelope that quantity is correct.
- Log each dose given. If a dose is missed please write in why, i.e. absent, refused, no medication.
- Return all discontinued, outdated, and/or unused medicine before the end of the school year to the parent/guardian. Have them sign the back of the envelope that it was returned.

What NOT to do with Medication Administration

- Do NOT administer unlabeled medications or medications with incomplete instructions.
- Do NOT borrow medications from another individual.
- Do NOT give expired or discolored medications.
- Do NOT return unused medications back into their container if already removed or dropped.
- Do NOT administer medication if all five rights have not been checked first.

Medication Errors

- Notify Parent and School Nurse of incident
- Monitor for side effects
- Complete Incident Report

Medication Administration FACTS

What is the importance of proper medication administration?

- There are a growing number of children who are chronically ill and require medications to remain stable, healthy and fully functioning.
- Without effective medication administration, children dependent on medications may fail to achieve academic success or live healthy lives.

What does the law require of schools regarding medication administration?

- California Code of Regulations, Title 5, Education Code [49423](#)
 - Allows designated school personnel to administer medication to students as allowed by law
- Prior to administration the school must obtain:
 - An order from a proper healthcare provider stating medication, route, dose, and frequency for an individual
 - A written statement from parent or guardian consenting for assistance regarding medication administration as stated by healthcare provider
 - Medication provided to the school in the original, labeled container

What should NOT be done when administering medications?

- Do NOT administer unlabeled medications or medications with incomplete instructions
- Do NOT borrow medications from another individual
- Do NOT give expired or discolored medications
- Do NOT return unused medications back into their container if already removed
- Do NOT administer medication if all five rights have not been checked first.

What UNIVERSAL PRECAUTIONS should be taken in order to administer medications?

- Wash hands before and after giving medications

FIVE RIGHTS to be checked throughout the medication administration process:

Right Person
Right Medication
Right Dose
Right Route
Right Frequency

Resources

American Academy of Pediatrics
141 Northwest Point Blvd.
Elk Grove Village, IL 60007
847-434-4000
[http://www.healthychildcare.org/
index.html](http://www.healthychildcare.org/index.html)

**California Department of
Education**
1430 N Street
Sacramento, CA 95814
[http://www.cde.ca.gov/ls/he/hn/
/medication.asp](http://www.cde.ca.gov/ls/he/hn/medication.asp)