

## Reference Checklist for School Nurses Delegating to Unlicensed Assistive Personnel

### Planning for Delegation:

Prior to delegating nursing tasks to UAPs, the school nurse must familiarize themselves with the state laws and guidelines related to their roles and responsibilities within the school nurses' scope of practice. Key resources to review include the Nurse Practice Act, Board of Registration in Nursing (BORN) regulations and delegation (5 rights) guidelines, and 105 CMR 210: The Administration of Prescription Medications in Public and Private Schools. Medication administration and delegation [trainings](#) and [resources](#) can be found on SHIELD's website as follows:

- **Medication Administration and Delegation Resources**  
A comprehensive collection of regulations, guidance, and training materials, including links to BORN's Five Rights website, and UAP training resources
- **Medication Administration in a School Setting: School Nursing Practice in Massachusetts**  
An introductory self-paced course that reviews laws, guidelines, and medication practices, including delegation
- **Medication Administration in a School Setting (eBook)**  
A key resource outlining medication administration and delegation in schools
- **Medication Administration for Unlicensed Assistive Personnel**  
A free, self-paced, online introductory course on safe medication administration designed for unlicensed assistive personnel (UAPs)

**MA BORN's Five Rights of Delegation** *"clarify the critical components of the delegation decision-making process. The Five Rights delineate professional and legal accountability for nurses at all levels, from nursing service administrators to staff nurses."*

School nurses are advised to apply the Five Rights as they make delegation determinations and to document their decision-making process for each delegation.

### UAP Training Process:

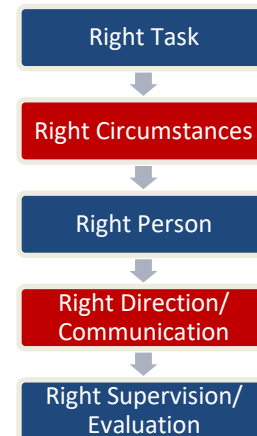
UAPs must be trained and demonstrate to the nurse they are able to successfully complete each delegated task. To assist this process, SHIELD has developed a free, self-paced, online training (takes about 45-60 minutes to complete): [Medication Administration for Unlicensed Assistive Personnel](#).

Upon completion of this course, UAPs will be able to:

- Apply the 5 rights of medication administration
- Identify at least two examples of a medication error
- Provide at least three examples of when to consult with the school nurse
- Be prepared to demonstrate the safe administration and documentation of medication using the nine steps of medication administration

This course includes a post-test (pass at 80%), a certificate of completion to document training, and a memory jogger the UAP can reference as needed. The nurse may review these materials with the UAP prior to training them in each delegated task. **To become familiar with the materials provided, SHIELD recommends that school nurses take this course prior to instructing UAPs to do so.**

### Five Rights of Delegation



## School Nurse Delegation Checklist

1. **Determine you have the right task and right circumstances.**
2. **Confirm you have written caregiver authorization** approving school personnel designated by the school nurse to administer the prescription medication (105 CMR 210.005(D)(3)(c)). Written consent for a particular UAP to administer medications must also be obtained (105 CMR 210.005(E)(1)(o)).
3. **Decide who can be trained as a UAP** for each student. It is the right of the school nurse to refuse someone if there is concern about their ability to safely fulfill the role of the UAP. Proceed to step 4 if you feel they are appropriate for training. (Resources: 105 CMR 210.004, BORN Five Rights, Medication eBook.)
4. **Instruct the UAP to take the SHIELD online training *Medication Administration for Unlicensed Assistive Personnel*** (45-60 minutes) and provide you with copies of: (1) their certificate of completion; and (2) their post-training quiz record which includes all questions, responses, and correct answers.
5. **Review the post-test with the UAP and answer questions** they may have. Also, review questions they may have gotten wrong. Note: A passing grade for the quiz is set at 80% (two attempts are allowed for passing). *If the UAP cannot pass after two attempts, question if this is the right UAP for medication delegation.* Keep a copy of the UAP's quiz results and certificate for your records.
6. **Review the Memory Jogger with the UAP** to ensure they understand the scope and responsibility of their role, the five rights of medication administration, the nine steps of safely administering a medication, and what to do if there is a medication error or concern.
7. Once you feel confident that the UAP understands the process of medication administration, **assess their skills:**
  - a. Review the student's Medication Administration Plan (MAP) and ensure the UAP understands the content. Document the name(s) of the UAP(s) on the MAP and consent form.
  - b. Review the medication with the UAP providing them with knowledge about the label and medication content utilizing the 'five rights' of medication administration. It is your responsibility, as the school nurse, to ensure that the pharmacy label, medication content, consent form, and MAP are aligned correctly.
  - c. Have the UAP demonstrate the process with you and the student receiving the medication to ensure they are following all the appropriate steps. Refer to the 'nine steps of medication administration' found on the UAP training job aid. If a UAP misses a step, it is your responsibility as the school nurse to educate them so that they understand the process fully.
  - d. Educate the UAP on specific medication documentation and ensure they understand the documentation process.
  - e. Review what to do if there are any medication errors or emergencies and provide them with the phone number to contact you.
8. **Document** completion of the skills training with the UAP. The school or school system must retain this documentation and be able to provide it to caregivers or school nurse delegators upon request.

### Tips

- ✓ If for any reason, the school nurse has concerns about the UAP's ability to safely administer medication, inform the nursing supervisor or other appropriate school administrators. The school nurse is accountable for all aspects of the delegation decision-making process, its implementation, supervision, and evaluation.
- ✓ **Remember when delegated medication is being administered by the trained UAP, the school nurse must be available to the UAP at all times to answer questions or concerns that may arise.**
- ✓ The school nurse must provide a separate skills training for each medication prescribed to each student. In other words, training in a medication for one student cannot be applied to other students. Training in one student's medication does not enable the UAP to administer other medications to that student.
- ✓ School nurses should take the SHIELD Medication Administration for UAPs training to become familiar with the process and review the medication delegation sections in the Medication Administration Handbook (eBook).


## MEMORY JOGGER

### Medication Administration for UAP Training

Upon completion of the training, UAPs are instructed to download a copy of the Memory Jogger shown below. UAPs may use this tool as a reminder of the Five Rights of medication administration and the Nine Steps to take when administering medication. School nurses may review the job aid with the UAP to ensure they understand the scope and responsibility of their role, the five rights of medication administration, the nine steps of safely administering a medication, and what to do if there is a medication error or concern.

A downloadable copy of this document can be found on SHIELD's Medication Admin and Delegation Resources webpage as well as in the UAP training course.

### MEMORY JOGGER: MEDICATION ADMINISTRATION FOR UNLICENSED ASSISTIVE PERSONNEL (UAPs)

  
SHIELD  
School Health Institute  
for Education and Leadership Development

Please note: Before administering medication to a student, you must be trained on the specific medication for the specific student. The School Nurse should always provide:

- The Medication Administration Plan
- The signed Medication Consent Form
- The medication in a pharmacy labeled bottle (if a prescription medication)

The pharmacy label should match the Medication Administration Plan.

### NINE STEPS

Be sure to follow these steps EACH time you administer medication.

**Step 1:**  
Identify the student (remember to ask for their name and birth date – keep in mind many students share the same name).

**Step 2:**  
Read the Medication Administration Plan (be sure to review the medication name, dose, and instructions provided by the School Nurse).

**Step 3:**  
Wash your hands or put on gloves (you never want to contaminate medication).

**Step 4:**  
Select the medication and read the label making sure it is correct for the student.

**Step 5:**  
Prepare the medication and read the label a second time. Be sure to do this while the student is in front of you. Never prepare the medication in advance. Also, show the medication to the student and ask them if this is their medication.

**Step 6:**  
Read the label a third time and administer the medication to the student.

**Step 7:**  
Put any leftover medication back into your bag or the medication cabinet as appropriate.

**Step 8:**  
Lock and secure the medication cabinet or bag.

**Step 9:**  
On the medication log, document the student's name, the dose or amount of medication administered, the date and time of administration, and any reactions you have noticed. Also, be sure to sign and initial the form.

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## FIVE RIGHTS OF MEDICATION ADMINISTRATION

### Right Student

Ensure you have the right student. You must know the student; don't guess. You should be familiar with the student before administering medication.

Before administering the medication, do a double-check by:

- Asking the student to tell you their name – even if you know them well.  
Note: Don't ask, "Is your name...?" Instead, ask, "What is your name?" so the student articulates their name. If the student is non-verbal, confirm the identity of the student with a staff member who knows the student.
- Asking the student to tell you their birth date.
- Comparing the student's name and appearance to the information provided on the Medication Administration Plan (ideally, a picture will be included for verification purposes).
- Comparing the student's name to the name on the bottle label.

Be sure you have the student's full attention when confirming they are the right student.

### Right Medication

The nurse will prepare the medication and documents and review them with you.

Before taking the medication from the health office, the UAP and the School Nurse must check the Medication Administration Plan and the pharmacy label to make sure they match. Also, be sure to check the dosage and expiration date on the medication label before administering the medication.

#### At the time of administration:

Check the prescription label on the bottle again and compare it to the Medication Administration Plan. Then, show the medication to the student and ask if this is their medication. Before you allow them to take it, ask again: is this your medicine? This is an important safety step *and* an important teaching moment. Students need to learn to be responsible for their own medication. They are the last stop before taking a medication, so it's important for them to question what they are taking and confirm that any medication being offered to them is the correct one.

Only give the medication if the student answers yes to both of these questions. If the student answers no or raises questions about the medication, contact the School Nurse immediately.

Note: Keep in mind that medications may look different depending on the supplier. Changes may confuse the student if they haven't seen the new formulation. The School Nurse should review any changes with you before supplying you with medication.

## FIVE RIGHTS OF MEDICATION ADMINISTRATION

### Right Dose

When you review a medication with the nurse, be sure to look at it and understand the dosage. Medications may look different from prescription to prescription.

Read the medication label as it will tell you what's inside the bottle and how much to deliver. Confirm that the medication, the label, and the nurse's instructions match up. If not, ask the nurse for clarification.

**Double-check it:** It is the nurse's responsibility to provide you with the correct dosage and clear instructions for administering the medication. It is your responsibility to review and confirm the instructions and to ask questions. When receiving the medication from the nurse, carefully review the instructions and be sure you understand them.

### Right Route

Medications come in different forms such as tablets, capsules, liquids, drops, topical, injections, and inhalants. These forms of medication are given differently. Here are some of the most common examples:

- Tablets, capsules, and liquids are generally swallowed. These are oral medications.
- Topical medications such as ointments or creams are usually applied to the skin.
- Inhalants are generally inhaled through the nose or mouth. These are inhalation medications.

Medications given in a syringe under the skin are injections. Injections are not delegated to UAPs. Emergency medications such as epinephrine (EpiPen®) fall into a separate category and require different training.

### Right Time

Giving medication at the right time is very important. Some students are on rigid medication schedules and delaying, missing, or giving a medication too early or too late can create a significant problem for them or endanger their health. Some medications can be given during a window of time, such as 30 minutes before or after the scheduled time. Others must be given exactly at the scheduled time.

The nurse is responsible for providing you with clear directions about the Right Time to give medications and what to do if that time frame is missed. Don't assume you should just give a missed medication at the time you realize you forgot to give it. If the nurse doesn't instruct you on what to do if you miss a dose, ask for directions.