

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



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.

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.