

# Medication Administration and Delegation

## MCSR Application Instruction Guide

Following are general instructions to apply for:

1. **School Health Controlled Substance Registration (Medication Delegation)**
2. **School Epinephrine Controlled Substance Registration (Epinephrine Training)**

The application process is completely online through the [Health Professions Licensing System website](#). **MDPH School Health Services is unable to accept applications or the required documents for registration via email**

The application process **does not involve renewing or linking past registrations/licenses**. It is a **new application** even for those previously registered.

**Key resource:** [MDPH Medication Administration and Epinephrine Training Registration Guidance Document](#)

This document outlines the application process and contains links to the two required SHIELD medication program courses

### Registration Steps:

1. **Create an account on the [Health Professions Licensing System](#)**. See this instructional video on how to set up the account: <https://vimeo.com/752306883>. Note this is the same system used to renew your RN license. To keep your school's MCSR account separate from your personal account, use your school/work email address to apply for the MCSR(s).
2. Once you set up your account, you will be able to apply for **two (2) separate MCSR applications: School Health Controlled Substance Registration (Medication Delegation) and/or the School Epinephrine Controlled Substance Registration (Epinephrine Training)**. If you are applying for both medication delegation and epinephrine training, you will need to complete **both** applications.
3. **When you log in to your Health Professions Licensing System account:**
  - Select "Apply for a New License"
  - On the next page that appears, scroll down until you come to the **Massachusetts Controlled Substance Registration** selection. Click on the blue "**View More**" button on the lower right corner of that selection.
  - On the next screen, scroll down to find the two different School MCSR application choices:
    - 1) **School Health Controlled Substance Registration (Medication Delegation);**
    - and
    - 2) **School Epinephrine Controlled Substance Registration (Epinephrine Training)**
  - Complete the online application; Upload the required documents in the appropriate sections; Select to submit the application.

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## Tips for completing the Medication Registration Staffing Spreadsheet

A	B	C	D	E	F	G	H	I	J	K
Name of School Building	Name of Municipality the school building is located in	Distance Between Buildings Covered by Health Office Staff	# of students Grades/age in the school building	Name Health Office Staff (list each staff member on a separate line - add lines as needed)	Credentials (RN, LPN, CNA, etc.)	On Site Days of the week worked (e.g., M, F)	On Site Times worked (provide specific times)	On Call Coverage (provide specific times)	Number of authorized personnel being delegated to on any given day (not the number of people trained)	
2	Clark County Elementary School	Yorktown	n/a	PreK-5	Insert full legal name of staff member 351 staff member RN	M, F	8:50a-2:20p	7:00a-8:50a & 2:20p-4:00p	2	
3	Marjorie E. Moore Elementary School	Yorktown	n/a	PreK-5	Insert full legal name of staff member 298 staff member RN	M, F	8:50a-2:20p	7:00a-8:50a & 2:20p-4:00p	1	
4	Yorktown Middle School	Yorktown	n/a	6th-8th	Insert full legal name of staff member 652 staff member RN	M, F	9:15a-2:45p	7:00a-9:15a & 2:45p-4:00p	4	
5					Insert full legal name of staff member RN	M, F	9:15a-2:45p			
6					Insert full legal name of staff member LPN	Times & Times	9:15a-2:45p			
7	Yorktown High School	Yorktown	1,000 north	9th-12th	Insert full legal name of staff member 1,289 staff member RN	M, F	9:30a-3:15p	7:00a-9:30a & 3:15p-6:00p	6	
8					Insert full legal name of staff member RN	M, F	9:30a-3:15p			
9					Insert full legal name of staff member RN	M, F	9:30a-3:15p			

### Column E: # Students

Number of students in the district =  
Sum of students in all buildings

N = 2,590

Grade/age in the school building	# of students
PreK-5	351
PreK-5	298
6th-8th	652
9th-12th	1,289

Be sure the numbers in all your buildings adds up correctly to the total number of students in your district.

### Column F: Health Office Staff

Include *only* the names of staff who work in your Health Offices

Do not include school administrators or office staff.

Name Health Office Staff (list each staff member on a separate line - add lines as needed)	Credentials (RN, LPN, CNA, etc.)	On-Site
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	LPN	Times & Times
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	RN	M, F
Insert full legal name of staff member	RN	M, F

Include *only* the names of staff who work in your Health Offices. This will help MDPH see who is actually working in your health offices and if you have enough nurses and related health personnel to ensure safe medication management.

### Column J: On Call Coverage

Times nurses are available for consultation (e.g., coverage of before or after school programs or residential schools)

Don't use NA

On Site Times worked (provide specific times)	On Call Coverage (provide specific times)	Number of authorized personnel being delegated to on any given day (not the number of people trained)
8:50a-2:20p	7:00a-8:50a & 2:20p-4:00p	2
8:50a-2:20p	7:00a-8:50a & 2:20p-4:00p	1
9:15a-2:45p	7:00a-9:15a & 2:45p-4:00p	4
9:15a-2:45p		
9:15a-2:45p		
9:30a-3:15p	7:00a-9:30a & 3:15p-6:00p	6
9:30a-3:15p		
9:30a-3:15p		

The question Column J is asking is: Are nurses on call or available for consultation for the full time that medication is being delivered? The point here is you must attest that a nurse will be on duty for consultation anytime medications are being given. If you have before and after school programs that you are covering, put the hours of coverage here. If you never delegate outside of the school day, leave this column blank. Don't write in NA