STEPS IN ASSISTING STUDENTS WITH MEDICATION

Follow the district policy for giving medication timely, safely and accurately.

1. Wash hands.
2. Check current physician's order for medication and parent authorization to give medication. **Note: School nurses must review and sign the Physician's Recommendation for Medication form prior to administration of medication for the first time.**
3. Retrieve medication from locked cabinet.
4. Check the medication label for name of student, time, medication name, dose, and route (e.g. by mouth, eye drops, inhaler, etc.) a minimum of three times prior to administering medication to student, and make sure it matches the medication log.
5. Avoid touching the medication during preparation.
6. Identify student by asking student to state his/her first & last name. Nonverbal students may need identifying picture or 3rd party identification.
7. Administer medication to student. Be sure you have the **correct:**
   - **Student**
   - **Medication**
   - **Time**
   - **Dose**
   - **Route of Administration**
   - **Documentation**
8. Verify that the student received the medication.
9. Record time and initials of person administering medication on log.
10. Record unusual or other circumstances on medication log.
11. Document when medication is not administered and the reason why on back of log.
12. Clean and/or dispose of any equipment as necessary.
13. Place medication in locked cabinet.
14. Wash hands.
15. Report & record any dosage or other medication errors (e.g. missed dose) on *Report of Irregular Occurrence* form (on the Nursing & Wellness website and eTeams). Notify parent, school nurse and administration. (This is non-punitive).

Signatures:

I certify that I have inserviced the individual designated below regarding medication delivery guidelines.

School Nurse Name (Print)	Title	Signature	Date

I have been instructed in the medication policy and feel competent in assisting students following the accepted guidelines.

Designated Staff's Name (Print)	Title	Signature	Date

Suggested Training Materials: Medication Log, Report of Irregular Occurrence and Physician's Recommendations for Medication