

Integrated Day Charter School

Governing Board



Policy Series: 5000

Policy Number: 5345

## ADMINISTRATIVE REGULATION 5345.1

### TRAINING OF SCHOOL PERSONNEL IN SAFE ADMINISTRATION OF MEDICATIONS

The following procedures will routinely be followed in order to implement the Board of Directors policies for the training of school personnel.

- A. The director and designated teachers shall be trained at the beginning of the school year on the safe administration of medication.
- B. In the absence of the school nurse, administration of medication to students will be allowed only by these faculty members after such training has been completed and documented.
- C. This training shall be done by the school nurse and include:
  1. Tour of the Health Office
    - (a) Medication cabinet – where medication is stored.
    - (b) Medication cabinet – which key and where it is kept.
    - (c) How much medication is stored.
    - (d) Where medication records are for documentation.
    - (e) Where to find emergency phone numbers of health facilities and parents.
  2. Administering medication procedure
    - (a) Identify specific students' medication and prescription.
    - (b) Condition for which medication is needed.
    - (c) How to administer oral, topical, inhaled, injected medication.
    - (d) Desired effects.
    - (e) Medication idiosyncrasies.
    - (f) Potential side effects.
  3. Documentation of medication
    - (a) How and where administered medication is documented
      1. Date and time of administration
      2. Date and time of omission and reason for omission
      3. Dose and amount
      4. Full legal signature

4. Error in medication administration
    - (a) Who to notify (refer to section on Errors in Medication)
    - (b) How to document (refer to Section on Errors in Medication)
  5. Medication emergency
    - (a) Procedure (refer to Section on Medication Emergencies)
- D. Training shall be updated and conducted annually. School personnel that have been trained in medication administration shall be documented on the Record of School Personnel Trained in Medication Form. This information shall be kept on file in the Health Office.
- E. The director shall receive a list of all faculty that have successfully completed training. The list will be updated by the nurse as needed.
- F. Licensed practical nurses may administer medication to students according to established policy and procedures provided:
1. A copy of their licenses are kept on file
  2. a copy of their school transcripts are kept on file, which indicates that training of medication administration is part of their basic nursing programs, or
  3. Successful completion of a pharmacology course and subsequent supervised experience, or
  4. Evidence of supervised experience in medication administration while employed in a health care facility.

cf. 5345