

MEDICATION ADMINISTRATION AWAY FROM SCHOOL PREMISES

Date: _____ **School:** _____

If a student is required to take medication during a field trip or event that takes him/her off the school grounds, it is necessary to acknowledge an understanding of the following guidelines before you will be given authorization to administer medication to that student, or to supervise the self-administration of medication for that student.

BEFORE LEAVING THE SCHOOL
<ol style="list-style-type: none"> 1. Make sure that the <i>Medication Administration Authorization Form 351</i> has been signed by the parent and prescribing practitioner on file in the office. 2. Sign for the medications through an office secretary by initialing the <i>Individual Student Medication Record</i> form 353 on the calendared date to be administered. 3. Follow the 5 RIGHTS OF MEDICATION ADMINISTRATION by checking the pharmacy label against the authorization form to see that the RIGHT student <u>name</u>, <u>medication</u>, <u>dosage</u>, <u>time</u> to be given, and <u>route</u> to be administered correspond. 4. Review the <i>Individual Health Care Plan</i> for any adverse reactions to watch for with this medication. 5. If the medication requires refrigeration, place it in an insulated container with a frozen, reusable ice gel block so that it can be kept cold. Place a cloth between the medication and the ice gel block so that the medicine does not freeze.
MEDICATION ADMINISTRATION
<ol style="list-style-type: none"> 1. Be alert and focused when administering medication. 2. Address the student by name. 3. When measuring liquid medication, pour it into a standard calibrated plastic measuring cup and view it at eye level, on a level surface. 4. Have the student take the medication in your presence. Provide a 4 ounce cup of water with oral medication, unless otherwise contraindicated, so that the tablet does not get lodged in the throat.
MEDICATION INCIDENT REPORTING
<ol style="list-style-type: none"> 1. The <i>Medical Incident Report Form 354</i> must be completed when: <ul style="list-style-type: none"> • An error is made in medication administration, • An adverse reaction is observed, and when, • There is any confrontation with the student about the medication. 2. The incident report is constructed to walk you through the necessary steps, and will identify those persons whom you should contact. If emergency care is needed, call 911. 3. Send the incident report to the district office to the attention of the district nurse, noted: CONFIDENTIAL.

School Personnel Signature: _____