

Medication Administration Skill Competency

Date Completed: _____

School Employee Name _____ Position _____ School _____

School Nurse Name (circle one) Felicia Flanagan, RN Jennifer Mattingly, RN

1. What are the six (6) rights of medication administration?

- a. Right _____
- b. Right _____
- c. Right _____
- d. Right _____
- e. Right _____
- f. Right _____

Score: ____/104 = ____ %

Place the following list in sequential order (first to last) according to the medication type:

2. Oral medication (number 1-6)

- _____ A. Pour medication into the bottle lid and then into the disposable medicine cup
- _____ B. Provide student with 4 to 6 ounces of water or other liquid
- _____ C. Document the administration of medication on the Medication Administration Record
- _____ D. Verify student has swallowed the medication
- _____ E. Replace medication in locked storage area
- _____ F. Observe student for any medication reaction as appropriate

3. Liquid medication (number 1-6)

- _____ A. Have container at eye level when measuring
- _____ B. Verify student has swallowed the medication
- _____ C. Hold bottle so that label is in palm of hand when pouring liquid into marked medication cup; make sure dose is accurate
- _____ D. Document the administration of medication on the Medication Administration Record
- _____ E. Replace medication in locked storage area
- _____ F. Observe student for any medication reaction as appropriate

4. Eye drops (number 1-12)

- _____ A. Stabilize the head by student tilting head back or lying down
- _____ B. Have student look upward
- _____ C. Put on gloves
- _____ D. Gently pull lower lid from eye to form "pocket"
- _____ E. Place drop (s) into "pocket" without touching eye or eyelid with bottle tip
- _____ F. If ointment used, apply thin strip into "pocket" without touching eye or eyelid
- _____ G. Have student close their eye(s) for a few moments
- _____ H. Remove gloves
- _____ I. Dab away excess with tissue
- _____ J. Document administration of medication on Medication Administration Record
- _____ K. Replace medication in locked storage area
- _____ L. Observe the student for a medication reaction as appropriate

5. Ear drops (number 1-10)

- _____ A. Put on gloves
- _____ B. Stabilize the head by tilting it toward the opposite shoulder and turn head to side
- _____ C. Place the prescribed number of drops into ear canal without touching dropper to ear
- _____ D. Gently pull the top of the ear (cartilage) back, up, and hold
- _____ E. Have student remain in same position for a few minutes to avoid leakage
- _____ F. Remove gloves
- _____ G. Document the administration of medication on Medication Administration Record
- _____ H. Replace medication in locked storage area
- _____ I. Observe the student for a medication reaction as appropriate
- _____ J. Loosen lid on medication and squeeze rubber stopper to fill dropper

6. Topical Ointment (number 1-8)

- _____ A. Put on gloves
- _____ B. Loosen medication cap and squeeze a small amount directly onto a cotton tipped Applicator (Q-tip)
- _____ C. Document the administration of medication on the Medication Administration Record
- _____ D. Apply ointment directly to the area or give the applicator to the student to self-apply
- _____ E. Cover area, if indicated
- _____ F. Replace medication in locked storage area
- _____ G. Remove gloves
- _____ H. Observe the student for a medication reaction as appropriate

7. Nasal Spray (number 1-10)

- _____ A. Have student blow their nose
- _____ B. Have student block one nostril with a finger
- _____ C. Insert the nozzle of the inhaler into the other nostril
- _____ D. Aim inhaler so that the spray is directed upward and outward away from midline
- _____ E. Instruct the student to exhale
- _____ F. Document the administration of medication on the Medication Administration Record
- _____ G. Squeeze the inhaler quickly and firmly, then instruct student to inhale
- _____ H. Repeat as directed for other nostril
- _____ I. Replace medication in locked storage area
- _____ J. Observe the student for a medication reaction as appropriate

8. Metered Dose Inhaler (number 1-11)

- _____ A. Shake inhaler several times
- _____ B. Check that canister is firmly positioned in plastic holder (attach spacer if required)
- _____ C. Squeeze inhaler to discharge medication then have student inhale immediately
- _____ D. Have student tilt head backward
- _____ E. Have student breathe out (exhale) completely
- _____ F. Have student place mouthpiece between teeth and close lips around it
- _____ G. Rest for a minute, then repeat sequence for each prescribed "puff"
- _____ H. Document administration of medication on Medication Administration Record
- _____ I. Replace medication in locked storage area
- _____ J. Observe the student for any medication reaction as appropriate
- _____ K. Instruct student to breathe in slowly and deeply for 3-5 seconds. Once inhaled, have the student remove the inhaler from their mouth, hold their breath for 5-10 seconds, and exhale

9. Glucagon Emergency Medication (number 1-13)

- _____ A. Identify someone to call 9-1-1
- _____ B. Open Glucagon Kit
- _____ C. Remove flip top seal from vial
- _____ D. Remove needle protector from syringe
- _____ E. Withdraw prescribed amount of glucagon from vial
- _____ F. Slowly inject all sterile water from syringe into vial of powdered glucagon (leave needle in if possible)
- _____ G. Insert needle straight into selected injection site (buttocks, thigh or upper arm) and slowly inject solution
- _____ H. Withdraw needle and apply light pressure to injection site
- _____ I. Place used needle in kit and close lid (do not recap needle)
- _____ J. Give used kit to EMS personnel
- _____ K. Turn person on his/her side
- _____ L. Gently swirl or roll to mix (do not shake) until solution is clear (May leave syringe in vial)
- _____ M. Document administration of Glucagon on Medication Administration Record

10. Diastat Rectal Gel Emergency Medication (number 1-16)

- _____ A. Identify someone to call 9-1-1
- _____ B. Turn student on their side where they cannot fall (if on elevated surface)
- _____ C. Put on gloves
- _____ D. Remove medication (syringe) from container
- _____ E. Push up with thumb and pull to remove protective cap from syringe tip
- _____ F. Bend upper leg forward to expose rectum
- _____ G. Lubricate rectal tip with lubricating jelly from kit
- _____ H. Turn student on side facing you and lower clothing
- _____ I. Separate buttocks to expose rectum
- _____ J. Gently insert lubricated syringe tip into rectum, with rim of syringe against rectal opening
- _____ K. Slowly count to three (3) while gently pushing plunger until it stops
- _____ L. Slowly count to three (3) before removing syringe from rectum
- _____ M. Slowly count to three (3) while holding buttocks together to prevent leakage
- _____ N. Keep student on their side, note time Diastat given, and continue to observe until EMS arrives
- _____ O. Give used Diastat syringe to EMS when they arrive (may recap syringe)
- _____ P. Document administration of Diastat in Medication Administration Record

11. EpiPen Emergency Medication (number 1-8)

- _____ A. Identify someone to call 9-1-1
- _____ B. Document the administration of EpiPen in the Medication Administration Record
- _____ C. Remove Epi Pen from the carrier tube and remove the blue safety release
- _____ D. Form a fist around the unit with orange tip pointed downward.
- _____ E. Swing and firmly push orange tip against thigh until "click" heard
- _____ F. Hold EpiPen in place for 10 seconds
- _____ G. Remove EpiPen from thigh and massage injection area for 10 seconds
- _____ H. Place used auto-injector into carrier tube and give to EMS when they arrive

-----**PLEASE READ IMPORTANT INFORMATION BELOW**-----

- Please turn this completed packet into your School Nurse
- You have completed your annual training requirement provided the following have been turned in to your School Nurse:
 1. Bloodborne Pathogen Certificate of Completion (training & certificate is on school website)
 2. Online Medication Training Certificate of Completion (from the TRAIN website)
 3. This completed Medication Administration Skills Competency Packet