

Six Rights of Medication Administration

1. Right Student

Always have two (2) ways of identifying the student when administering medications.

2. Right Medication

Verify that the name of the medication on the label on the medication container matches the information on the Medication Administration Log

3. Right Dose

Read the label on the medication container and compare it to the information on the Medication Log. Be sure to note the dose of the medication to be given.

4. Right Route

Read the label on the medication container and compare it to the information on the Medication Log. Be sure this information matches.

5. Right Time

Follow the instructions on the Medication Log. Compare with the instructions on the medication container label. Follow school district policy for the time frame acceptable to give the medication (Example: 30 minutes before or 30 minutes after the scheduled time.)

6. Right Documentation

Each medication given must be documented when it is given. (Remember- If a medication has been given but not documented, there is the potential of overdosing.)

Always Check the Medication:

- When removing the medication from storage (drawer/shelf)
- When removing the medication from the container/package
- When returning the medication container to storage (drawer/shelf)



Medication Administration Procedures

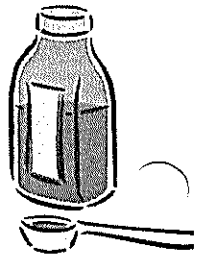
All medication administration procedures must include these basic steps:

- Student reports to office or call student to the office
- Verify identity of student
- Identify yourself and what you will be doing
- Assemble necessary equipment
- ALWAYS wash your hands before and after administering medications

Oral Medication

- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Pour medication into the bottle lid and then into the disposable medicine cup
- Provide the student with 4 to 6 ounces of water or other liquid that allows for easy swallowing
- Verify the student has swallowed the medication
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate





Liquid Medication

- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Have the container at eye level when measuring
- Holding the bottle so that the label is in the palm of the hand, pour the liquid into a plastic marked cup. Pay attention to the markings on the container to make sure the dose is accurate
- Verify the student has swallowed the medication
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate



Eye Drops or Ointment

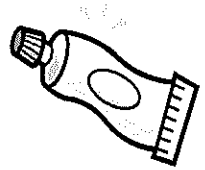
- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation. (Know which eye is to be treated. Initials may be used to specify the eye that requires treatment O.D.= right eye; O.S.= left eye; O.U.= both eyes)
- Put on gloves
- Stabilize the head by having the student tilt their head back or have them lie down
- Have the student look upward
- Gently pull the lower lid away from the eye to form a “pocket”
- Place drop(s) into pocket area allowing the drop to fall into the pocket. Do not place medicine directly on the eye itself. Make sure the bottle tip does not touch the eye or eyelid
- If an ointment is used, apply a thin strip into the “pocket” without touching the eye or eyelid
- Have the student close their eye(s) for a few moments
- Dab away excess with tissue
- Remove gloves
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate



Ear Drops

- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Put on gloves
- Loosen lid on medication and squeeze rubber stopper to fill the dropper
- Stabilize the student's head by tilting it toward the opposite shoulder and turn head to the side
- Gently pull the top of the ear (cartilage) back and up and hold
- Place the prescribed number of drops into the ear canal without touching the dropper to the ear
- Have the student to remain in the same position for a few minutes to avoid leakage
- Remove gloves
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate

Topical Ointment or Creams

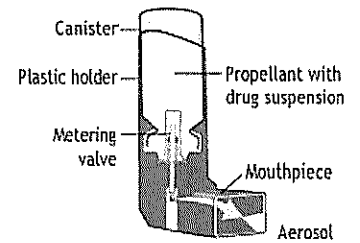


- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Put on gloves
- Loosen cap on the medication and squeeze a small amount directly onto a cotton tipped applicator (Q-tip)
- Apply ointment directly to the area or give applicator to student for them to apply
- Cover area, if indicated
- Remove gloves
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate

Nasal Spray



- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Have the student blow their nose
- Have the student block one nostril with a finger
- Insert the nozzle of the inhaler into the other nostril
- Aim inhaler so that the spray is directed upward and outward away from mid line
- Instruct student to exhale
- Squeeze the inhaler quickly and firmly, then instruct student to inhale
- Repeat as directed for other nostril
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate



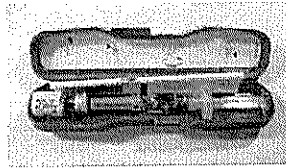
Metered Dose Inhalers (MDI)

A metered dose inhaler is a pressurized canister of medicine that is sprayed through a mouthpiece. You can help a student follow these simple steps to properly use their MDI.

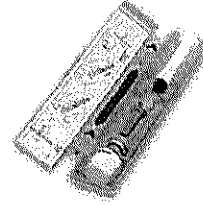
- Follow the Six Rights of Medication Administration: Right student, Right medication, Right dose, Right time, Right route and Right documentation
- Shake the inhaler several times
- Check that canister is firmly positioned in plastic holder (and attach spacer if required)
- Have student slightly tilt their head backward
- Have student breathe out (exhale) completely
- Have student place the mouthpiece between the teeth and close lips around it
- Squeeze the inhaler to discharge the medicine and have student begin to inhale immediately
- Instruct student to breathe in slowly and deeply for 3-5 seconds. Once inhaled, have student remove the inhaler from their mouth, hold their breath for 5-10 seconds and then exhale
- Rest for a minute, then repeat this sequence for each prescribed "puff"
- Document on the medication administration record (medication log) that you administered the medication
- Replace medication in locked storage area
- Observe the student for any medication reaction as appropriate

How to Administer Glucagon

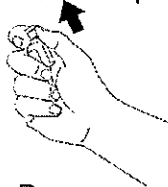
- Identify someone to call 9-1-1
- Open kit
- Remove flip top seal from vial



Eli Lilly and Company



GlucaGen® HypoKit®



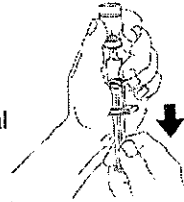
- Remove needle protector from syringe
- Slowly inject all sterile water from syringe into vial of glucagon (leave needle in vial if possible)



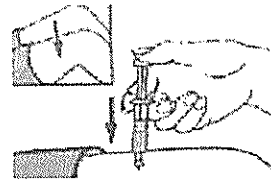
- Gently swirl vial (don't shake) until solution is clear. (May leave syringe in vial)



- Withdraw amount of glucagon prescribed from vial



- Inject Glucagon into
 - arm (deltoid) muscle
 - or leg (outer thigh)
- Insert needle straight in (90 degree angle). (Inject through clothing only if necessary)

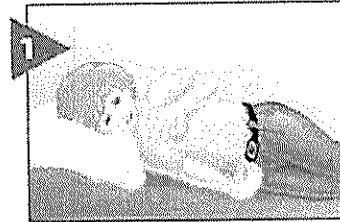


- Withdraw needle, apply light pressure at injection site
- Turn person on his/her side, person may vomit
- Place used needle back in kit and close lid (do not recap)
- Give used kit to EMS personnel

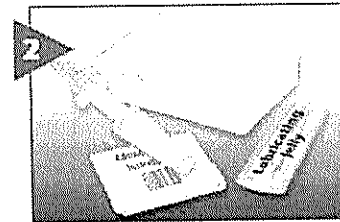
(Modified from Eli Lilly and Company, 2005)

How to Administer Diastat AcuDial (Diazepam rectal gel)

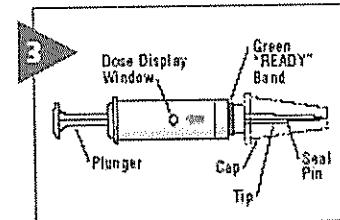
- Identify someone to call 9-1-1
- Turn student on side where they can't fall
- Put on gloves



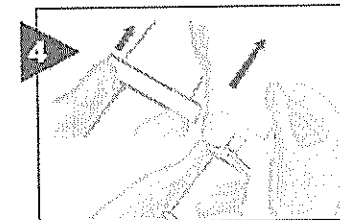
- Remove medication (syringe) from container



(Note: Seal pin is attached to the cap)



- Push up with thumb and pull to remove protective cap from syringe tip (Be sure seal pin is removed with the cap)



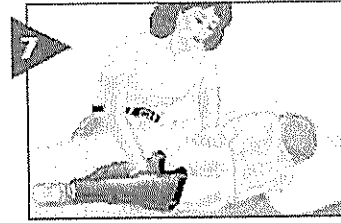
- Lubricate rectal tip with lubricating jelly from kit



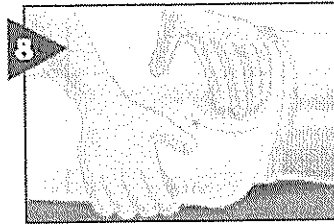
- Turn student on side facing you and lower clothing



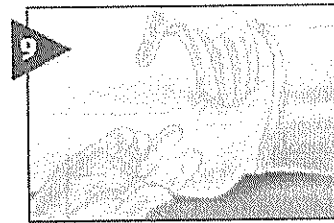
- Bend upper leg forward to expose rectum.



- Separate buttocks to expose rectum



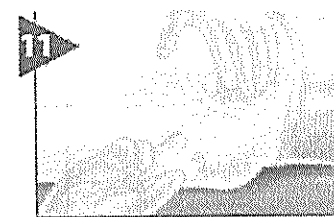
- Gently insert lubricated syringe tip into rectum.
(Rim of syringe should be against rectal opening)



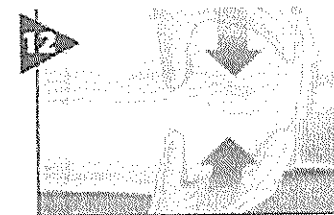
- Slowly count to three (3) while gently pushing plunger until it stops



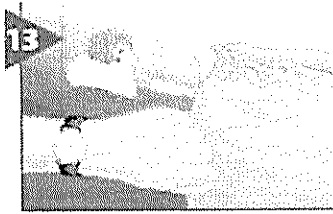
- Slowly count to three (3) before removing syringe from rectum



- Slowly count to three (3) while holding buttocks together to prevent leakage



- Keep student on their side, note time Diastat given and continue to observe until EMS arrives

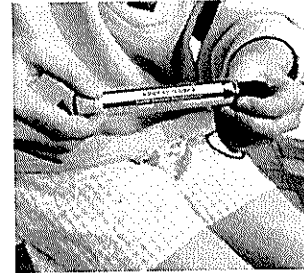


- Give EMS the used Diastat syringe (Note: you may recap the syringe)

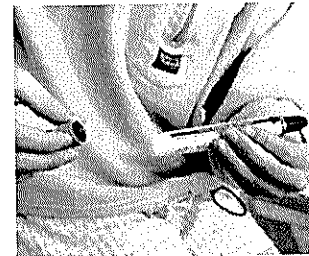
(Modified from Diastat AcuDial product instructions, 5/2009)

How to Administer an EpiPen

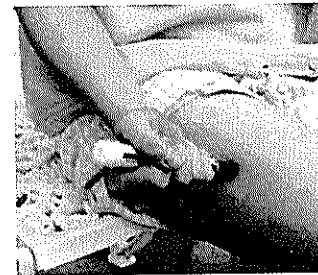
- Identify someone to call 9-1-1
- Unscrew the green cap off the EpiPen carrying case and remove the EpiPen auto-injector from its storage tube
- Remove the device from the plastic protective container



- Remove the grey cap from the fatter end of the device. This "arms the unit" ready for use.



- Form a fist around the unit with black tip pointing downward. (There is nothing to "push" at the white end.) Swing and jab firmly the black tip firmly against the thigh until a loud "click" is heard. (Auto-injector may be given through clothing.)



- Hold in place for 10 seconds. The injection is now complete. (The auto-injector window will show red.)
- Remove the pen from the thigh and massage the injection area for 10 seconds. (Be careful when removing the EpiPen as the needle will be exposed.)
- Carefully place the used auto-injector into the storage tube of the carrying case and give to EMS when they arrive

NEVER put thumb, fingers or hand over black tip. The needle comes out of the black tip.

(Modified from EpiPen manufacturer instructions, 5/2009)