



Person Trained: \_\_\_\_\_

Position: \_\_\_\_\_

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

Skill	Demo Date	Return Demo Date	Renewal Date
<p>A. Preparation:</p> <ol style="list-style-type: none"> <li>1. Verifies authorization of parent’s note with prescription label (student’s name, date, medication, and dosage).</li> <li>2. Seeks information for questions and dose calculations.</li> </ol>			
<p>B. Procedure:</p> <ol style="list-style-type: none"> <li>1. Washes hands.</li> <li>2. Gathers necessary equipment.</li> <li>3. Checks label of medication for name, time, dose, and route when picking up medication bottle.</li> <li>4. Prepares correct dosage of medication without touching medication, if possible, by pouring into lid cap and then medicine cup or directly into medicine cup if liquid.</li> <li>5. Rechecks label for name, time, dose, and route while preparing dose.</li> <li>6. Rechecks label a 3<sup>rd</sup> time when returning med to locked cabinet.</li> <li>7. Does not leave medication unattended or within students reach.</li> <li>8. Identifies student by asking student to say his name or third party identification if student is non-verbal.</li> <li>9. Observes student for any unusual behaviors or conditions prior to administration. If any noted, does not give medication and reports to nurse or parent if nurse unavailable.</li> <li>10. Explains procedure to student.</li> <li>11. Positions student properly for administration.</li> <li>12. Administers medication to correct student, at correct time, dose, and route.</li> <li>13. Observes student put medication in mouth.</li> <li>14. Cleans, returns, and/or disposes of equipment as necessary.</li> <li>15. Washes hands.</li> <li>16. Returns medication to locked cupboard.</li> </ol>			



Skill	Demo Date	Return Demo Date	Date
<p>C. Recording</p> <ol style="list-style-type: none"><li>1. Records in ink as soon as possible on medication sheet, name, time, dose, route, person administering medication.</li><li>2. Records any unusual observations on daily clinic log and reports to nurse or parent if nurse not available.</li><li>3. Reports any medication errors immediately.</li><li>4. Never uses white out. If an error in recording occurs, draws line through the error and initials it.</li></ol>			