

Additional Consideration for Medication Administration

This is to accompany the DPI training program

Basic Medication Administration Principles for Wisconsin Schools

- Medication bottles should not go on field trips. Medication envelopes should be used.
- When a medication envelope is used on a field trip, the staff member who administered the medication should sign the envelope and return it to the secretary or health room aide upon return from the field trip so that it can be documented correctly.
- Enteric coated pills should not be crushed.
- Only nurses can cut pills in half (school policy) and that is only when it is ordered this way and the pills are already scored.
- For an elixir (a liquid that you can see through) do not shake the bottle unless there are instructions from a pharmacist or the doctor to shake before pouring.
- For a suspension (a liquid that you cannot see through) you must shake the bottle unless there are instructions from a pharmacist or the doctor that you should not shake before pouring.
- Pour and measure liquid medications at eye level. Read the liquid from the meniscus.
- Always count and document the pills that arrive to school. Count controlled medications regularly. You may want to have a witness verify the number of controlled pills in each bottle.
- Ask a student's name and birth date before administering a medication.
- Pour pills into the lid of the medication container. From there you can pour the pills into the student's hand or a medication cup. This way you do not have to handle pills with an ungloved hand.
- For some students you may need to verify that they took the medication by having them open their mouth, lift their tongue or check that they did not pocket the pill in their cheeks.
- If a medication is to be given at a specific time, it can be administered ½ hour before or after that time. If it is early or late, it is considered a medication error and needs to be documented on a Medication Incident Report. This can be found on the district website under the Health Services tab at Health Services/ For Staff/ Forms for Secretaries (in the right Quick Links box). If a student forgets to come to the office for their medication, they need to be called to the office to take it.