

## District School Board of Pasco County

### Teacher/Instructional Assistant: Procedures to Follow When Administering Medications to Students during Field Trips:

First, be sure you have received School Nurse training (from RN **not** clinic assistant or LPN). You may not administer any medications to students unless you have attended this annual training.

Check with the clinic assistant a few days prior to the field trip to determine if any of your students take medication.

Pick up the medication from the clinic assistant prior to the field trip.

Keep medication within your reach at all times. It should not be accessible to others (lock up if possible).

Prior to administration of medication:

- Identify student appropriately. Make sure hands washed and water available.
- Ask student to state name and identification number (or lunch number)
- Verify administering right medication to right student by checking Rx label (and medication administration record if available) 2 - 3 times before administering dosage.
- Pour medication into bottle cap, not your hands.
- Administer medication to student at prescribed time. Please remember to follow the 'six rights' (right student, right medication, right time, right dosage, right route, right documentation).

Return medication bottle to clinic and sign original record upon return to school.

If an inhaler (for asthmatic) needs to be used, student is usually able to self-administer (check with clinic prior to trip). If not, be sure to review steps in Medication Manual.

If an Epipen needs to be given, follow specific steps reviewed by nurse; call 911, parent, and school.

Some students are allowed to carry and self-administer emergency medications – inhalers, Epipens, diabetic equipment. Please be sure to check with clinic. Proper documentation should be available in clinic.