

# Scott County Public School District

Medication Administration Training for School Personnel



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## *Healthy Kids Learn Better!*

**Whenever possible, medication should be administered at home; however, because the number of students with chronic health conditions (diabetes, asthma, allergies, etc..) is increasing, many students are requiring medication administration while at school so that they can be active participants in the classroom.**

# Course Objectives

**Upon completion of this course, school personnel will be able to:**

- Understand confidentiality regarding student information
- Understand role differentiation in medication delivery
- Recognize and apply the six (6) rights of medication administration
- Understand proper action and documentation necessary for medication administration or refusal and omission of scheduled medications
- Demonstrate correct administration procedures for oral, inhaled, eye, ear, nose, rectal and emergency medications
- Understand when to contact additional resources (nurses, physicians, poison control, Emergency Medical Services)
- Understand how to manage and respond to anaphylaxis

# Course Goals

This course is intended for non-licensed personnel who have accepted the delegation to provide medication administration to students in a public school setting. Staff members will participate in an in-service training session with the school nurse coordinator prior to the opening of school each year. Delegation is only valid for the current school year. Medication administration will only be carried out by those staff members properly trained in medication administration.

# Module I

- **Confidentiality (FERPA)**
- **6 Rights of Medication Administration**
- **Common Abbreviations**
- **School, Parent, & Student Responsibilities**
- **Handwashing**

# Confidentiality and Privacy (FERPA)

- Confidentiality is a very important legal concept. The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy interests of students and their educational records. Health records maintained by school employees for pre-kindergarten through grade 12 students are protected by FERPA.
  - ***Information regarding student health information should be shared with school personnel only on a “need to know” basis.*** Certain student health information may be necessary to share with school personnel who may be assisting with medication administration. ***This information is confidential and should not be shared with other students or school employees***
- \*if you have questions regarding private health information, please contact your school nurse or school nurse coordinator.***

# 6 'Rights' of Medication Administration

1. **Right *Student*** (make certain you have the right student)
2. **Right *Medication*** (make certain you have the correct medication labeled with the correct student's name)
3. **Right *Dose*** (make certain you have the correct dose ordered)
4. **Right *Time*** (make certain it is the right time for medication & medication has not expired)
5. **Right *Route*** (Is this medication to be given orally? By injection?)
6. **Right *Documentation*** (date, time, student response & your initials – **AFTER** giving medication , not before.)

# Ensuring Accurate Administration of Medication

## “Six rights of medication administration”

### *Prescription Label Example*

Pharmacy #04849      DEA: BR860780      RPHL\_JWI (initials of pharmacist)  
4838 Polar Level Rd      Date filled: 8/27/02  
Louisville, KY 40213

**04849**

Jones, Haley      ← Right Student

Take 1 tablet every 8 hours by mouth      ← Right Dose, Right Time, Right Route

**Precare Caplet 25 mg**      ← Right Drug  
**QTY: 30 Expires 8/27/03**

MFG: Ther-rx      Dr. James Lind (prescribing physician)

# Common Abbreviations

- **OTC** – Over the Counter medication (ex: Tylenol, ibuprofen)
- **RX**- Prescription medication (ex: Albuterol, Antibiotics, Insulin)
- **PO**- By mouth (ex: medications in tablet or liquid form are typically given by mouth)
- **PRN**- As needed (ex: Some medications may be prescribed to be given 'as needed' for pain, fever, etc..)
- **BID**- Twice a day (ex: Some medications may be prescribed to be given twice a day)
- **TID**- Three times a day
- **QID**- Four times a day
- **AC**- before meals (ex: some medications may need to be given on an empty stomach before eating)
- **PC**- After meals (ex: Some medications may need to be given with food or after eating to avoid nausea)
- **SubQ**- Subcutaneous injection (ex: Insulin is given as a SubQ injection into the subcutaneous [fat] tissue)
- **gtts**: Drops (ex: eye/ear drops – may have directions such as: *'Give 2 gtts in both eyes/ears daily'*)

# School Responsibility

- EACH PRINCIPAL WILL BE RESPONSIBLE FOR ASSIGNING 2 STAFF MEMBERS AS MEDICATION ADMINISTRATORS IN THE ABSENCE OF THE SCHOOL NURSE
- EACH STAFF MEMBER MUST ATTEND YEARLY MEDICATION ADMINISTRATION TRAINING AND COMPLETE TEST
- THE SCHOOL NURSE COORDINATOR WILL BE RESPONSIBLE FOR ONGOING TRAINING AND COMPETENCY EVALUATIONS OF THE NON-LICENSED PERSONNEL TO SAFEGUARD THE HEALTH AND WELFARE OF THE STUDENTS IN THEIR CARE

# School Responsibility

## **THE SCHOOL NURSE/ADMINISTRATOR WILL:**

- PROVIDE PARENTS WITH APPROPRIATE MEDICAL FORM TO BE RETURNED TO SCHOOL NURSE IN ORDER TO ADMINISTER MEDS
- KEEP RX MEDS UNDER 2 LOCKS
- KEEP OTC MEDS UNDER 2 LOCKS AND SEPARATE FROM RX MEDS
- HAVE EMERGENCY KIT ACCESSIBLE TO ALL STAFF

# School Responsibility

## **EACH SCHOOL NURSE/AIDE/NURSE COORDINATOR WILL:**

- UPDATE THESE DESIGNATED STAFF WITH ANY MEDICATION CHANGES OR NEEDS IN THE CLINIC
- BE RESPONSIBLE FOR KEEPING A FOLDER OF UPDATED PLANS OF CARE AND DAILY ROUTINE (MEDS, PROCEDURES, ETC)
- BE RESPONSIBLE FOR CONTACTING PARENT WHEN MEDICATION SUPPLY IS RUNNING LOW OR NEARING EXPIRATION

# Parent Responsibility

- MEDICATION MUST BE COUNTED BY SCHOOL NURSE / ADMINISTRATOR IN FRONT OF PARENT AND RECEIPT GIVEN TO PARENT
- MEDICATION MUST BE IN-DATE AND NOT EXPIRED WITH: NAME OF STUDENT, NAME OF MEDICATION, DOSE, ROUTE, TIME, DATE, & PHYSICIAN'S NAME ON THE ORIGINAL RX BOTTLE
- MUST PROVIDE ANY EQUIPMENT NEEDED TO ADMINISTER MEDS SUCH AS SYRINGES, FORMULAS, TUBES, ETC.
- MUST DELIVER IN A TIMELY MANNER
- IF POSSIBLE, GIVE FIRST DOSE AT HOME

# Parent Responsibility

- PARENTS SHOULD COLLECT MEDICATION THAT HAS BEEN DISCONTINUED OR EXPIRED, OR IT WILL BE DESTROYED APPROPRIATELY. (NOTIFY PARENTS IN EARLY MAY THAT THEY WILL NEED TO PICK UP UNUSED MEDICATION)
- IF A STUDENT IS TO SELF-ADMINISTER, PARENT MUST SIGN AGREEMENT AND PHYSICIAN ORDER MUST STATE “SELF ADMINISTER”

# Student Responsibility

It will be the student's responsibility (as deemed appropriate) to remember to take his/her scheduled medication or report to school nurse / administrator for medication administration. However, if significant consequences might occur if a dose is missed, then every attempt will be made to assure the medication is administered according to the physician order.

# Hand Washing

- BEFORE ADMINISTERING ANY MEDICATIONS, WASH YOUR HANDS!
- WASH HANDS WITH WARM SOAPY WATER FOR AT LEAST 20 SECONDS
- IF USING ANTIBACTERIAL GEL, MUST HAVE AT LEAST 60% ALCOHOL TO KILL BACTERIA
- WASH HANDS PRIOR TO AND AFTER MEDICATION ADMINISTRATION

# Module II

- **Classification, Preparation & Administration of Medications**
  - **Medication errors**
    - **Field Trips**
  - **Self-carry medications**
- **Miscellaneous medication tid-bits**

# **MEDICATION ADMINISTRATION: ORAL TABLETS**

- 1. Wash Hands**
- 2. Review 6 'Rights'**
- 3. Place medication in proper container (dose cup) not in your hand or the student's hand.**
- 4. Observe student for compliance**
- 5. Document – date, time, response, & initial**

# MEDICATION ADMINISTRATION:

## Oral Liquid

1. WASH HANDS
2. REVIEW 6 RIGHTS
3. MAKE CERTAIN LID IS CLOSED TIGHTLY, AND SHAKE MEDICATION IF INDICATED
4. POUR AMOUNT AT EYE LEVEL BY PLACING MEDICATION CUP ON CLEAN (PAPER TOWEL COVERED) FLAT SURFACE (EX: TABLE)
5. OBSERVE CHILD FOR COMPLIANCE
6. DOCUMENT- DATE, TIME, RESPONSE, & INITIALS

# PROBLEMS WITH ORAL MEDICATION ADMINISTRATION

- a. STUDENT DOES NOT ARRIVE AT SCHEDULED TIME: Send for student, document, notify: teacher, parent, nurse
- b. STUDENT REFUSES MEDICATION: Encourage **but do not force**, document, notify: parent, nurse
- c. STUDENT VOMITS OR SPITS OUT MEDICATION: Document, notify: parent, nurse, Check for symptoms of illness (fever, stomach ache, headache), look for medicine in vomit – **do not re-administer subsequent dose of medication!**
- d. DIFFICULTY SWALLOWING: Have student take medication with adequate water. Place pill on back of tongue and swallow with water or thicker drink like milk or juice. *\*please make certain that milk or juice is not contraindicated for this student or medication\**

# MEDICATION ADMINISTRATION EYE (OPTIC) DROPS

1. WASH HANDS
2. APPLY GLOVES
3. CHECK 6 RIGHTS
4. CHECK DROPPER FOR PATENCY
5. POSITION STUDENT (LYING ON BACK OR HEAD TILTED BACK)
6. USE ONE HAND TO PULL THE LOWER LID DOWN AND
7. APPLY DROPS TO LOWER LID, DO NOT APPLY DIRECTLY TO EYEBALL
8. EYE WASH CAN BE DIRECTLY APPLIED TO EYEBALL

# MEDICATION ADMINISTRATION

## EYE (OPTIC) OINTMENT

EYE OINTMENT IS APPLIED THE SAME WAY:

1. WASH HANDS
2. APPLY GLOVES
3. REVIEW 6 RIGHTS
4. PULL DOWN LOWER LID AND APPLY THIN RIBBON OF OINTMENT FROM INNER TO OUTER EYE LID
5. STUDENT MAY KEEP EYES CLOSED FOR A FEW MINUTES AFTER DISPENSING MED, WIPE ANY EXCESS MEDICATION FROM INNER TO OUTER EYE
6. REMOVE GLOVES AND WASH HANDS
7. DOCUMENT- DATE, TIME, RESPONSE & INITIALS

# MEDICATION ADMINISTRATION

## EAR (OTIC) DROPS

1. WASH HANDS
2. APPLY GLOVES
3. REVIEW 6 RIGHTS
4. OBSERVE FOR ANY DRAINAGE, REDNESS, OR INFLAMMATION
5. CHECK DROPPER FOR PATENCY
6. POSITION STUDENT (LYING ON BACK WITH HEAD TURNED, OR TILTING HEAD FROM SIDE TO SIDE)
7. PULL EAR UPWARD AND BACK TO STRAIGHTEN CANAL
8. APPLY DROPS WITHOUT TOUCHING THE EAR WITH TIP OF DISPENSER
9. GENTLY MASSAGE THE AREA IMMEDIATELY IN FRONT OF THE EAR, FACILITATES ENTRY OF DROPS INTO THE EAR CANAL
10. MAY PLACE SMALL AMOUNT OF COTTON JUST WITHIN EAR CANAL
11. KEEP STUDENT IN POSITION FOR AT LEAST 1 MINUTE TO ALLOW FOR MED TO DISPENSE
12. REMOVE GLOVES, WASH HANDS
13. DOCUMENT- DATE, TIME, RESPONSE & INITIAL

# MEDICATION ADMINISTRATION

## NASAL

1. WASH HANDS
2. APPLY GLOVES
3. REVIEW 6 RIGHTS
4. HAVE STUDENT BLOW NOSE 1ST
5. CHECK DROPPER FOR PATENCY
6. POSITION STUDENT (LYING ON BACK FOR “DROPS”, MAY STAND IF “SPRAY”)
7. APPLY DROPS WITHOUT CONTAMINATING TIP, IF POSSIBLE
8. ALLOW STUDENT TO REMAIN IN POSITION FOR AT LEAST 1 MINUTE IF LYING DOWN
9. REMOVE GLOVES & WASH HANDS
10. DOCUMENT- DATE, TIME, RESPONSE & INITIALS

# MEDICATION ADMINISTRATION INHALERS

1. WASH HANDS & ASK STUDENT TO WASH HANDS IF SELF ADMINISTERING
2. REVIEW 6 RIGHTS
3. HAVE STUDENT SHAKE INHALER FOR 2 SECONDS
4. INSERT MOUTHPIECE TO FORM AIRTIGHT SEAL
5. DEPRESS THE TOP OF INHALER TO DISPENSE
6. MED AND HAVE STUDENT BREATHE IN SLOWLY (3-5 SECONDS) AND HOLD BREATH FOR 5-10 SECONDS
7. WAIT 1 MINUTE BETWEEN PUFFS
8. DOCUMENT- DATE, TIME, RESPONSE & INITIALS

# MEDICATION ADMINISTRATION NEBULIZERS

1. WASH HANDS
2. REVIEW 6 RIGHTS
3. ASSEMBLE EQUIPMENT
4. APPLY MEDICATION TO CHAMBER
5. CONNECT TUBING
6. HAVE STUDENT PLACE MOUTHPIECE IN MOUTH
7. TURN ON NEBULIZER
8. CHECK FOR MIST
9. STAY WITH STUDENT UNTIL FINISHED
10. CLEAN MOUTHPIECE & MED CHAMBER WITH WATER AND LET DRY
11. WASH HANDS & DOCUMENT- DATE, TIME, RESPONSE & INITIALS

# MEDICATION ADMINISTRATION RECTAL

1. WASH HANDS
2. APPLY GLOVES
3. REVIEW 6 RIGHTS
4. PROVIDE PRIVACY
5. POSITION STUDENT IN SIDE LYING POSITION WITH UPPER LEG BENT, KNEE FORWARD
6. GENTLY INSERT SUPPOSITORY OR SYRINGE NO MORE THAN ½ INCH
7. IF SYRINGE, CONTINUE TO HOLD SYRINGE WHILE SLOWLY DISPENSING MEDICINE
8. HOLD BUTTOCKS TOGETHER
9. KEEP STUDENT IN POSITION FOR 5-10 MIN
10. REMOVE GLOVES & WASH HANDS
11. DOCUMENT DATE, TIME, RESPONSE & INITIALS

# MEDICATION ADMINISTRATION ERRORS

1.SEE MEDICATION INCIDENT FORM

2.FILL OUT FORM – IF ERROR WAS DOCUMENTED, PLACE LINE THROUGH ERROR AND INITIAL. **DO NOT USE WHITE-OUT ON MEDICATION ADMINISTRATION RECORDS.**

3.IMMEDIATELY CONTACT:

- PRINCIPAL
- POISON CONTROL (IF APPLICABLE)
- SUPERVISING SCHOOL NURSE
- PARENT
- SCHOOL NURSE COORDINATOR

# MEDICATION ADMINISTRATION ERRORS

- If contacting the Poison Control Center for instructions:
  - a. Give the name and dose of the medication taken in error
  - b. Give the student's age and approximate weight
  - c. Give the name and dose of any other medication the student receives
- Follow instructions from the Poison Control Center.
- If unable to follow their instructions, explain the problem to the Poison Control Center to determine if the student should be transported for emergency care.

# MEDICATION ADMINISTRATION

## DO'S & DON'TS

### \* MEDICATION DO'S

- \* Give your full attention to the task
- \* Remain with student until med is taken
- \* Prepare meds for one student at a time
- \* Allow parents to administer medications if desired
- \* Document AFTER giving medication, not before

### \* MEDICATION DON'TS

- \* Give medication from a container which has a label that cannot be read
- \* Give meds from another student's container, even if it's the same medication
- \* Increase / decrease dose
- \* Crush or break tablets
- \* Open capsules

# MISPLACED OR MISSING MEDICATIONS

- CONTACT PRINCIPAL
- CONTACT SCHOOL NURSE
- CONTACT NURSING COORDINATOR
- CONTACT SUPERINTENDENT
- CONTACT SHERIFF'S DEPT WHEN INDICATED BY THE ABOVE
- COMPLETE INCIDENT FORM

# MEDICATION ADMINISTRATION FIELD TRIPS

- If a student is attending a field trip away from school during his/her scheduled medication time, ***only school personnel with current training*** on medication administration may be designated to administer the medication while on the field trip.
- Documentation will still be required, but may be completed once designated staff returns to school.
- Notification and preparation for administering medications during a field trip should begin well in advance of the day of the field trip (**at least two (2) weeks**).
- The school nurse will be responsible for re-packaging the medication(s) for the trip.
- The school should request the parent send a separate bottle to be sent on the field trips.

# MEDICATION ADMINISTRATION: SELF-CARRY MEDICATION

- Student self-medication is allowed in certain situations, with a written health care provider's authorization, that allows a student to responsibly carry self-administered medication (e.g., EpiPen® or asthma inhaler). An authorization form must be completed by the parent/guardian and health care provider and on file in the school. This authorization must be renewed each school year and be approved by the school nurse.

# Storage and Disposal of Medications

For disposal of unused medication or expired medication and parent pick-up has proven unsuccessful:

- For pills: Pour into wet coffee grounds. After pills have dissolved, they may be thrown into garbage can.
- For liquids: Pour into coffee grounds. This may be placed in plastic bag and then thrown into garbage can.
- Disposal of medication must be documented on the student's medication record to verify it was destroyed, sign, date and have a witness also sign and date.
- Items such as inhaler canisters may be placed in a sharps container or disposed of according to the school district's Bloodborne Pathogen OSHA plan.
- Expired EpiPens® are to be disposed of in sharps container.

# Understanding Effects of Medications/ Adverse Drug Effects

- Please refer to your supervising school nurse or school nurse coordinator when you have any questions regarding medications.
- It is very important to be familiar with any medication that is being administered. An adverse effect is an unwanted, unexpected and/or dangerous reaction to a drug. Pharmacies are required to provide a “medication” education sheet with each drug dispensed.
- A current drug handbook is also available online at the:

National Institute of Health’s website Medline Plus:  
<http://nlm.nih.gov/medlineplus/druginformation.html>

# Module III

## Emergency Medication Administration

# ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that can be fatal within minutes.

Anaphylaxis can cause constriction of the airway and decreased blood pressure.

Anaphylaxis can be a reaction to food, stinging insects, medications, latex or exercise.

Symptoms of anaphylaxis include:

- Itching and/or hives, particularly in the mouth or throat
- Swelling of the throat, lips, tongue and/or eye area
- Difficulty breathing, swallowing or speaking
- Increased heart rate and/or sense of impending doom
- Abdominal cramps, nausea, vomiting, diarrhea
- Weakness, collapse, paleness, lightheadedness or loss of consciousness

# EPINEPHRINE Medication Administration

Epi-Pen<sup>®</sup> is an emergency injectable medication (epinephrine) prescribed for treating severe allergic reactions causing life-threatening respiratory distress, or a condition referred to as anaphylaxis. There are two different dosages of Epi-Pen<sup>®</sup> auto injectors:

- 0.15mg, 3-66 lbs, Ages <8yrs
- 0.3mg, > 66 lbs , Ages 8-12yrs
- Time should NOT be wasted. Give at 1st sign/symptom of anaphylaxis. It is fast acting but only lasts 5-15 minutes.
- A second dose may be needed

# Epinephrine for Anaphylaxis

An allergic response may rapidly progress to anaphylaxis. Students with severe allergies have an Individualized Healthcare/Emergency Care/504 plan.

Once anaphylaxis has begun, the treatment is an immediate injection of epinephrine (EpiPen®) which may be effective for only 10-15 minutes. It is not necessary to remove the student's clothing before administering the EpiPen®. The student should then be transported for further emergency medical attention at the nearest hospital emergency room.

Some students may carry and self-administer an EpiPen®.

The manufacturer recommends the **EpiPen® be stored in an unlocked cabinet, at room temperature, in a dark area. The expiration date of the EpiPen® kit should be checked monthly by the supervising nurse.**

## Module IV

- **RETURN DEMONSTRATION OF EPINEPHRINE  
(EPIPEN®)**
- **MEDICATION ADMINISTRATION TEST**

# RETURN DEMONSTRATION – EPINEPHRINE EPIPEN®

- **STEP 1: REMOVE SAFETY CAP (BLUE CAP)**
- **STEP 2: HOLD PEN IN FIST**
- **STEP 3: WITH FIRM QUICK MOTION, PRESS PEN (ORANGE/BLACK SIDE) AGAINST UPPER/OUTER THIGH – THROUGH CLOTHING IF NEEDED (UNTIL CLICK IS HEARD)**
- **STEP 4: HOLD PEN IN PLACE 10 SECONDS**
- **STEP 5: REMOVE PEN AND MASSAGE AREA FOR 10 SECONDS**
- **STEP 6: NOTE TIME**
- **STEP 7: CALL 911 AND ADVISE DISPATCH THAT STUDENT HAS RECEIVED EPIPEN®**
- **STEP 8: STAY WITH STUDENT UNTIL EMS ARRIVES**
- **STEP 9: PROVIDE EMS with Epi AUTO INJECTOR LABEL WITH STUDENTS NAME,DATE, TIME GIVEN**
- **STEP 10: ASSURE PARENT NOTIFICATION STEP 11: COMPLETE INCIDENT FORM**
- **STEP 12: REPLACE EPINEPHRINE DOSE ASAP BY NOTIFYING NURSING COORDINATOR**

**CONGRATULATIONS! THIS  
COMPLETES YOUR  
MEDICATION  
ADMINISTRATION TRAINING!**

*YOU ARE A VITAL COMPONENT IN THE HEALTH AND WELLNESS  
OF OUR STUDENTS.*

*THANK YOU FOR ALL THAT YOU DO!*

PLEASE PRINT THE FOLLOWING TEST WITH YOUR NAME CLEARLY  
WRITTEN OR TYPED IN THE SPACE PROVIDED. PLEASE SUBMIT TEST TO:

***COURTNEY BOLLING, RN***

***SCHOOL NURSE COORDINATOR***

***SCOTT COUNTY CAREER & TECH CENTER***

# YOU WILL RECEIVE A CERTIFICATE OF COMPLETION ONCE YOUR TEST IS RECEIVED AND GRADED!

Medication Administration TEST      Name: \_\_\_\_\_

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

True or False

1. T or F Medication administration at school requires a parent's written consent.
2. T or F Medication (with the exception of epinephrine) must be stored in a locked cabinet.
3. T or F Record medication administration prior to giving the medication.
4. T or F When a student misses a scheduled medication, you should try locating the student immediately.
5. T or F An anaphylactic child who is 7 years old, weighing 55 pounds should receive the 0.30mg epi dose.
6. T or F The single most important step to prevent the spread of germs, is hand-washing.
7. T or F Measure liquid medication at eye level to assure proper dosage.
8. T or F If you wash your hands first, you may apply topical meds such as ointments and creams using your fingers.

9. T or F If you are unsure about how to administer a medication, check with a school nurse before administering.
10. T or F Report any change in student's condition.

### Multiple Choice

1. The first action you take when you are unclear about administering medication is:
  - A. Check with the student
  - B. Check with the licensed prescriber
  - C. Do not administer the medication
  - D. Use best judgment
2. The record of medication administration includes:
  - A. Name of student
  - B. Date
  - C. Time medication given
  - D. All of the above
3. A student vomits after taking his medication. You report:
  - A. Student's name and age
  - B. Medicine and dosage
  - C. Time interval between medication administration and vomiting
  - D. All of the above

4. You make a medication error. You should immediately:

- A. Report the error following school guidelines
- B. Fill out an incident report
- C. Induce vomiting
- D. Notify the student's parent and physician

5. Each time you give a medication you should:

- A. Perform proper hand washing
- B. Check the "six rights"
- C. Fill out the medication log
- D. All of the above

6. Administration of the Epi-pen® auto-injector in emergencies includes all of the following BUT:

- A. Pull off safety cap
- B. Place tip on the student's abdomen
- C. Press auto-injector until pen clicks
- D. Call 911

7. You are preparing to give an oral medication that is prepared as a capsule. The order on the bottle reads to give one 250 mg capsule. The bottle also states the strength of each capsule is 500 mg. What is your best action?

- A. Separate the capsule and 'eyeball' about ½ of the medication, administer, and document
- B. Withhold giving the medication and contact the nurse, Principal and parent immediately
- C. Give the entire dose, document, and notify parent and Principal of the dose adjustment
- D. Call the Pharmacist and have him/her change the medication

8. FERPA is designed to:

- A. Protect health information for students attending public schools
- B. Allow individuals directly involved in student's care, access to health info
- C. Maintain privacy of health records from Pre-k through 12<sup>th</sup> grade
- D. All of the above

9. If you notice medication is missing from the stock container, you should

- A. Contact Principal
- B. Contact Supervising Nurse
- C. Contact School Nursing Coordinator
- D. All of the Above