**Medication Administration**

**Written Competency Test**

**For**

**Non-Licensed**

**School Personnel**

![MCj02509240000[1]]()

**Module I: Legal Issues, Policies and Procedures**

* + 1. Unlicensed school personnel may be delegated to administer medications in schools by their:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_.

* + 1. The length of time that the delegation and training is valid for unlicensed school personnel is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* + 1. Periodic supervision of a nursing task must be provided by the \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.
		2. True or False: Supervision of unlicensed school personnel requires that the supervising nurse be physically present in the same school building.
		3. Information regarding student health information may only be shared with school personnel on a \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ basis.
		4. True or False: All unlicensed school personnel administering medications should be familiar with their district’s policies and procedures for medication administration.
		5. The completed medication authorization form signed by the parent/guardian and HCP is valid only for the \_\_\_\_\_\_\_\_\_\_\_\_ school year.
		6. All medication should be sent to school in the \_\_\_\_\_\_\_\_\_\_\_ labeled container.
		7. True or False: Except for emergency medications, all medications should be kept in an appropriately labeled, secure, locked cabinet accessible only by responsible, authorized school personnel.
		8. True or False: For field trips, student medication may be repackaged by placing the necessary medication needed into a smaller container and labeled with the student’s name, medication name, and time medication is to be given.
		9. Examples of medication errors include:

 A.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 C.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ F. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Errors made in recording medication on the Medication Administration Record should be marked as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
		2. If a medication error occurs, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ notify the delegating school nurse and Principal and complete a Medication Administration Incident Report form.

**Module II: Classification of Medications, Medication Preparation, Administration, and Documentation**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_medications are those medications that a licensed practitioner orders to treat a particular medical diagnosis or symptoms.
2. An unwanted, unexpected or potentially dangerous response to a medication is known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. True or False: A licensed practitioner must write an order (or prescribe) oral medication to be crushed.
4. Suspensions are a form of liquid medication that must be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before being measured and administered.
5. When pouring liquid medication the label should face the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the hand to prevent spilling on the label and causing the label to be illegible.
6. All oral medications should be given with \_\_\_\_\_\_\_\_\_\_\_\_or other \_\_\_\_\_\_\_\_\_\_\_\_ to allow for easy swallowing.
7. It is important to verify that the student has swallowed the medication by asking them to open their mouth and checking under the tongue, roof of mouth, and \_\_\_\_\_\_\_\_\_\_\_\_\_ for hidden medication.

8. True or False: When administering eye (ophthalmic) drops, gently pull down the lower

 eyelid to create a pouch or “pocket.”

9. True or False: When administering ear drops, gently pull the top of the ear (cartilage)

 back and up and hold.

10. List the “Six Rights” of medication administration:

 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. True or False: To ensure the right medication is given to the right student, always compare the medication label on the prescription bottle with the student’s Medication Administration Record.

12. If the medication has been administered but not documented on the Medication Administration Record, there is the potential for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if the medication were to be re-administered.

13. True or False: The Medication Administration Record is a legal and permanent document and therefore, only ink and never “whiteout” must be used.

**Module III: Emergency Medication Administration**

* + - 1. True or False: Anaphylaxis is a life-threatening allergic reaction that can be fatal within minutes.
			2. True or False: Anaphylaxis can be a reaction to: foods, stinging insects, medication, latex or exercise.
			3. List symptoms of anaphylaxis:

 A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a prescribed medication that contains epinephrine to reverse the most dangerous effects of an anaphylactic reaction.

5. Once administered, epinephrine may only be effective for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minutes.

6. True or False: Washington state law permits a student to self-carry and self-administer medication to treat anaphylaxis.

1. True or False: The emergency medications, EpiPen’s® and inhalers must be checked for their expiration date and parents notified in advance of the expiration date.

**Module IV: Local School District Policies and Procedures**

**Discussion Questions**

1. Describe your school district’s policy and procedure for daily medication administration.
2. Describe your school district’s policy for administering over-the-counter (OTC) medication such as Tylenol.
3. Describe your school district’s policy and procedure for administering medications to students on a field trip during the school day.
4. How does the school district policy state all student medication is to be stored?
5. Describe your district’s policy for disposing of unused medication.
6. Describe your district’s policy and procedure for reporting and documenting medication errors.
7. Review your district Medication Administration Record and how to document medications administered or refused.

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Staff member signature Date

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 Registered nurse signature Date