



Department of Education

Medication Administration and Delegation Toolkit

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Introduction

Registered nurses use their professional judgment to designate school personnel for the delegation of health service delivery. For example, the school nurse delegates medication administration in the school setting of districts or accredited nonpublic schools to align with the required policy as defined in IAC 281.14.1. The medication administration course required by the regulation combines an on-line course owned and managed by the department. The course is taken every five years and requires a yearly hands-on skills demonstration from the the unlicensed school personnel to the school nurse showing competency in performing safe medication administration. This toolkit provides school nurses with sample labels, a list of supplies, a list of steps in delegation of medication administration, a sample forms for delegation, evaluation and more. School personnel must complete the modules in the on-line course and pass the quizzes to receive an unsigned certificate. The certificate is not valid until the school nurse signs the certificate attesting that the personnel have completed a hands-on skills demonstration for safe medication administration. Delegation of other health services also require an annual skills demonstration and other steps in the delegation process as outlined in the Nurse Practice Act. Nothing in this toolkit supersedes the professional nurse's judgment and accountability in nursing practice or delegation according to IAC 655 Chapter 6.

School Nurse Instructions

1. The school nurse maintains accountability in nursing judgment to delegate nursing tasks or functions.
2. The school nurse is required to develop an individualized health plan (IHP) if the student receives ongoing individualized health services at school, such as:
 - a. routine or emergency medication administration,
 - b. any other health service requiring intervention or interpretation,
 - c. use of a health device to compensate for the reduction or loss of a body function,
 - d. administration of health procedures,
 - e. student requires an emergency action plan (EAP), requires an emergency evacuation plan (EEP), or
 - f. administration of healthcare. (IAC 281.14.2)
3. The school nurse obtains consent from the school personnel agreeing to complete the delegated task or medication administration.
4. The school nurse has the school personnel take the on-line medication administration course every five years if this is the task delegated.
5. The school nurse completes a skills-check demonstration with each school personnel who has presented the nurse with a blank medication administration certificate from the course completion for the certificate to be valid.
6. The school nurse completes an annual skills-check demonstration annually after that, signing the certificate each year until the on-line course is required to be retaken at the five-year mark.
7. If the delegation is for a population of students, the signed certificate and delegation consent forms are stored as directed by district or accredited nonpublic school policy.
8. If the delegation is for an individual student, the form(s) are stored in the student's health record.

Course Modules

The medication administration course contains 17 required modules and an 18th awareness module for schools that have a policy adopted to voluntarily offer emergency stock medication.

The medication administration course contains modules on: confidentiality, authorized role, terminology, hand-washing, the six rights, and documentation. The course also includes modules on administration of tablets, capsules, sprinkles, liquid medication, topical skin medication, patches, eye drops, eye ointment, ear drops, inhalers, and epinephrine auto-injectors. Lastly, there are modules that cover self-administration, how to handle medication errors, unusual situations, and emergency response. A voluntary module for the required annual awareness training is also available in an on line format for schools who have adopted a policy to voluntarily stock emergency medications as defined in regulations.

The school nurse may have school personnel complete additional specialized modules after the school personnel has completed the required medication administration course. These modules may not be taken unless personnel have completed the regular medication administration course (steps A thru K). The specialized modules include:

1. Medication Administration: Glucagon (injection, pen, intranasal)
2. Medication Administration: Insulin (glucose monitoring, carbohydrate counting, ketone checks if applicable)
3. Medication Administration: Nebulizer treatments
4. Medication Administration: Seizure medications (rectal, intranasal, buccal)
5. Medication Administration: Gastrostomy tube (includes feeding)
6. Medication Administration: Insulin pumps (broad overview, glucose monitoring, carbohydrate counting, ketone checks if applicable)

Supplies for The Toolkit

The following is a list of supplies the school nurse will need to obtain to create a toolkit to complete the skills demonstration:

- A labeled pill bottle filled with small items to replicate a pill
- A labeled liquid bottle filled with water or colored water
- Over-the-counter (OTC) non-medicated ointment or cream
- OTC non-medicated ear drops
- OTC nonmedicated eye drops
- Gauze pads
- Paper tape, sticker for a patch
- A glucagon trainer (syringe kit, intranasal, or pen)
- Small bottle of saline
- Needle and syringes, and soft foam ball for practice
- Seizure medication trainer (rectal, intranasal, atomizer, ampule and syringe)
- Plastic ampule of saline
- Nebulizer training, adaptive mouth piece or mask
- Large syringe with plunger
- Practice pump or continuous glucose monitor (if available to specific student equipment)
- Protective latex-free gloves
- Cotton balls
- Tongue depressors
- Medicine cup, spoon, syringe, or dropper
- Epinephrine auto-injector trainer
- Trainer inhaler and spacer
- Practice documentation (electronic or paper format)
- Practice intranasal naloxone trainer (if applicable to policy)

Medication Labels for the Annual Skills Check

Rx. 5162001 **Refills:** 1
For: Mallory Doe
Sample Patch Medication
 Apply 1 patch/dosage every 3 days Qty: 1
Prescriber: Ms. Laura Kay, PA
Date: Yesterday

Rx. 5162002 **Refills:** 1
For: Charlotte Mayflower
Sample Intranasal Medication
 Administer dosage in either right or left nostril via
 healthcare provider prescribed or manufacturer
 label
Prescriber: Ms. Rachel Young, DO
Date: Yesterday

Rx. 5162003 **Refills:** 1
For: Charlie Matthews
Sample Inhaler Medication
 Administer dosage as directed by healthcare
 provider
Prescriber: Mr. Tanner Williams, DO
Date: Yesterday

Rx. 5162004 **Refills:** 0
For: John Williams
Sample Auto-Injector Medication
 Administer dosage Intramuscularly as directed
Prescriber: Ms. Dorothy Burns, PA
Date: Yesterday

Rx. 5162005 **Refills:** 0
For: Marjorie Bolder
Sample Eye Drop Medication
 Instill one drop/dosage in the right eye every four
 hours
Prescriber: Mr. Scott Evans, ARNP
Date: Yesterday

Rx. 5162006 **Refills:** 1
For: James Love
Sample Ear Drop Medication
Suspension
Apply 2 drops/dosage in left ear daily for (x)
days
Prescriber: Mrs. Maggie Peterson, MD
Date: Yesterday **Rx.** 5162007 **Refills:** 0

For: Rachel Maker

Sample Liquid Medication
 Give ml/dosage by mouth 3 times a day
 (250mg/5ml)
Prescriber: Ms. Kelly Marks, PA
Date: Yesterday

Rx. 5162008 **Refills:** 1
For: Thomas Evans
Sample Pill, Capsule or Sprinkle Medication
 Take two tablets/dosage three times a day or as
 instructed by healthcare provider Qty: 90
Prescriber: Ms. Lila Adams, PA
Date: Yesterday

Rx. 5162009 **Refills:** 1
For: Grace Smith
Sample Ointment Medication
 Apply ointment/dosage to affected area twice
 daily for 2 weeks
Prescriber: Mr. Clell Sears, MD
Date: Yesterday

Rx. 5162001 **Refills:** 1
For: Summer Day
Sample Patch Name
 Apply 1 patch/dosage every 3 days Qty: 6
Prescriber: Ms. Roberta Mark, PA
Date: Yesterday

Rx. 5162001 **Refills:** 1
For: Margaret Thomas
Sample Liquid Medication
 Administer liquid/dosage per healthcare provider
 buccally via syringe
Prescriber: Ms. Nicole Kellan, PA
Date: Yesterday

Rx. 5162001 **Refills:** 1
For: Samuel Michaels
Sample Injection Medication Name
 Administer injection/dosage following healthcare
 provider instructions
Prescriber: Mr. Shawn Ling, PA
Date: Yesterday

General Medication Administration Skills Checklist

School Nurse Instructions:

The school nurse utilizes the skills check list after the designated school personnel has completed the on-line medication course and has presented a blank medication administration certificate. The school nurse has personnel completes a skill demonstration on what delegated tasks the nurse has checked or indicated on the consent form annually. The school personnel (delegatee) signs and dates the consent when they have successfully demonstrated competency with a skills demonstration. The consent form is stored in accordance with district policy dependent on whether the delegation is for a population of an individual student.

A. Handwashing: Completed Before and After Medication (Steps 1 to 6)

1. Ensure school personnel take off any hand jewelry or watch prior to handwashing
2. Ensure school personnel turn on the faucet and wet hands
3. Apply liquid soap
4. Rub hands together for 20 seconds, lathering the back of hands, between fingers and under the nails
5. Rinse hands under clean, running water, use paper towels to dry hands
6. Use paper towels to turn off the faucet

B. Tablets and Capsules (Steps 1 to 14)

1. Ensure school personnel have checked the 5 rights
2. Remove the bottle cap
3. Hold cap in one hand, bottle in the other
4. Pour correct number of capsules or pills into the cap
5. Pour the correct capsules or pills from the cap to a clean medicine cup
6. Secure the cap back on the medication bottle
7. If medication is individually wrapped, remove wrapping while capsules or pill falls into the medicine cup
- 8.
9. Provide the student with a glass of water
10. Give the student the medicine cup
11. Observe the student swallowing the medication
12. Instruct the student to throw away or place the empty medication cup in the recycle bin (if applicable)
13. Ensures the school personnel has demonstrated the 6th right: documentation
14. Places the medication bottle back securely in a locked cabinet as directed

C. Sprinkles (Steps 1 to 8)

1. The school personnel check the 5 rights
2. Put gloves on hands
3. Separate and pour the capsule out on a small amount of food in a plastic medicine cup

4. Ensure school personnel checked the 5 rights again
5. Using a spoon, gently place the medication/food mixture in the student's mouth to swallow or have the student use the spoon and do this step
6. Instruct the student to throw away or place the empty medication cup and spoon in the recycle bin (if applicable)
7. Ensure school personnel has demonstrated the 6th right: documentation
8. Place the medication bottle back securely in a locked cabinet as directed

D. Liquid Medications (Steps 1 to 13)

1. Gather supplies
2. The school personnel check the 5 rights
3. Place the plastic medication cup on a flat surface and keep your eye level with the cup
4. Pour the medication dose into the cup
5. If using a measured dropper, withdraw the correct amount
6. Wipe any drips from the bottle
7. Place the cap securely back on the medication bottle
8. Check the 5 rights again
9. Place the medication from the cup gently into the student's mouth to swallow or have the student do this step.
10. Watch the student swallow the medication
11. Instruct the student to throw away or place the empty medication cup in the recycle bin (if applicable)
12. Ensure school personnel has demonstrated the 6th right: documentation
13. Place the medication bottle back securely in a locked cabinet or as directed by the prescription label

E. Topical Skin Medication (Steps 1 to 16)

1. Gather supplies
2. The school personnel check the 5 rights
3. Position student and observe the area
4. Put gloves on hands
5. Clean the student's skin
6. Remove gloves and place in garbage
7. Check the 5 rights again
8. Place clean gloves on hands
9. Uncap ointment, lotion tube or bottle
10. Squeeze correct amount on tongue blade
11. Apply medication gently according to the directions
12. Remove gloves and place in garbage
13. Place cap securely back on the ointment, lotion tube or bottle
14. Cover the skin as directed (if applicable)
15. Ensure school personnel has demonstrated the 6th right: documentation
16. Place the medication back securely in a locked cabinet or as directed by prescription label

F. Eye Drops and Eye Ointments (Steps 1 to 16)

1. Gather supplies
2. The school personnel check the 5 rights
3. Position the student
4. Observe student's eyes for change and report to school nurse
5. Put gloves on hands
6. Check the 5 rights again
7. Remove cap from eye medicine tube or bottle

8. Pull the student's lower eyelid down gently with gloved hand and expose the conjunctival sac
9. Administer correct number of drops or ointment without the bottle or tube touching the eye, your fingers, or anything else
10. Have student gently close eyes
11. Place the cap securely back on ointment tube or bottle

12. Carefully blot away any excess liquid or ointment on student's cheek
13. Instruct the student not to rub their eye(s)
14. Remove the gloves and place in the garbage
15. Ensure school personnel has demonstrated the 6th right: documentation
16. Place the medication back securely in a locked cabinet or as directed by prescription label

G. Topical patches (Steps 1 to 14)

1. Gather supplies
2. The school personnel check the 5 rights
3. Gather supplies and put gloves on hands
4. Remove the old patch gently (if applicable)
5. Discard the old patch as directed
6. Gently clean the site where the old patch was located (if applicable)
7. Check the 5 rights again
8. Identify site for new patch application

9. Clean new site if directed (make sure not to apply patch over scarred areas)
10. Place initials, date and time on outside of new patch
11. Apply sticky side of patch to dry, clean skin and gently press to ensure adhesion
12. Remove gloves and place in garbage
13. Ensure school personnel has demonstrated the 6th right: documentation
14. Place the medication back securely in a locked cabinet or as directed by prescription label

H. Ear Drops (Steps 1 to 18)

1. Gather supplies
2. The school personnel check the 5 rights
3. Position student with the affected ear up
4. Observe the student's ear for changes and report any to the nurse
5. Put gloves on hands
6. Check the 5 rights again
7. Remove the cap from the ear drop bottle
8. Student under 3 years old, gently pull the outer flap of the ear down and back to straighten the ear canal
9. Student 3 years of age and older, gently pull the outer flap of the ear upward and back to straighten the ear canal
10. Administer the correct number of drops per the prescription or manufacturer's label

11. Rub the skin gently in front of the ear in a circular motion
12. Instruct the student to hold their position for a minute
13. Reposition and treat the other ear if directed
14. Place the cap securely on the ear drop bottle
15. A cotton ball may be placed in the student's outer ear to avoid leakage
16. Remove gloves
17. Ensure school personnel has demonstrated the 6th right: documentation
18. Place medication bottle back securely in a locked cabinet or as directed by the prescription label

I. Confidentiality, Universal Precautions, Documentation, and Reporting (Steps 1 to 6)

1. Personnel demonstrates understanding on how to document in the student's medication administration record
2. Personnel demonstrates understanding on how to document and report a medication error
3. Personnel demonstrates understanding on how to communicate with the school nurse regarding new or updated medications brought into the school by a parent or guardian
4. Personnel demonstrates understanding related to school policy and procedures on confidentiality, reporting and documenting
5. Personnel demonstrate understanding on how to address universal precaution
6. Personnel demonstrates understanding on how to count medications when they arrive at school, when they leave school or per district or school protocol

J. Inhalers With or Without A Spacer (Steps 1 to 14)

1. The school personnel checks the 5 rights
2. Shake the inhaler 10-15 times or for about 5 seconds
3. The school personnel checks the 5 rights again
4. Removes the cap and holds the canister in the upright position above the mouthpiece
5. Visually inspects the mouthpiece for any debris and checks the counter, if applicable
6. Has the student take a breath and exhale
7. Places the inhaler mouth piece gently in the student's mouth on top of the tongue giving instructions to the student to seal lips around the mouth piece
8. If the student is using a spacer, has the student place the mouth piece of the inhaler into the back of the spacer and holds the inhaler and spacer between pointer finger and thumb with the student sealing the lips around the spacer's mouth piece
9. Instruct the student to breathe slowly while administering dose and hold for 5-10 seconds before exhaling while using an inhaler
10. If the student is using a spacer, instruct the student to take several breathes before removing their mouth from the mouthpiece of the spacer to ensure the student inhales the medication
11. Place the cap back on the inhaler and if using a spacer, clean the spacer according to the manufacturer label
12. Encourage the student to rinse their mouth out after using their inhaler with water
13. Ensure the school personnel complete the 6th right: documentation
14. Return the medication to the student or place the medication back securely in a locked cabinet to as directed by the prescription label

K. Epinephrine Auto-Injectors (Steps 1 to 14)

1. Check the first 5 rights and follow the EAP, if applicable
2. Follow instructions for each individual brand of epinephrine auto-injector for this purpose the pen instructions are provided
3. Remove the auto-injector from the case, box, or tube packaging and hold in your fist
4. School personnel checks the 5 rights again
5. Pull the appropriately colored safety guard cap from the pen per the manufacturer instructions
6. Place the red or orange tip firmly against the side of the student's thigh, about halfway between the knee or hip (on the outside of the clothing or directly on the skin)
7. The medication will auto-inject (Do not inject in a vein or the buttocks)

8. Hold the auto-injector in place for the prescribed time as indicated in the manufacturer's instructions
9. Massage the area after injection
10. Place the used injector back in the safety case, box or tube packaging
11. Ensure the school personnel complete the 6th right: documentation

12. If the emergency medical services are notified, give them the used epinephrine auto-injector
13. Communicate with the school nurse
14. If emergency services are not notified, place the used epinephrine auto-injector in a sharp's container

L. Awareness Training Videos for Voluntary Stock Supply of Emergency Medications Per School Board Policy (Steps 1 to 8)

1. The school personnel have completed the medication administration on line course and has completed an annual skills demonstration with the school nurse listed in A-K of this document.
2. The school nurse has signed the medication administration certificate.
3. The school personnel has reviewed the school board approved stock medication school policy.
4. The school personnel has demonstrated competency on how to administer the emergency medication(s) using steps in the awareness video(s).
5. The school personnel is able to identify signs and symptoms indicating when the voluntary emergency medications should be administered and knows to call 911.
6. The school personnel is able to demonstrate competency with the school nurse in the school's protocol of communication and documentation.
7. The school personnel and school nurse have signed the consent and delegation form.
8. The school personnel demonstrates competency in how to dispose of used emergency medication.

Additional Modules

The school nurse may have the delegatee complete additional specialized modules after the school personnel has completed the required medication administration course. These modules may not be taken unless the school personnel have completed all of the requirements to be certified in the regular medication administration course. The checklists are listed below.

M. Rectal Diazepam (Steps 1 to 25)

1. Follow the EAP. Stay calm. Have someone notify the indicated personnel, obtain the medication, begin timing the seizure, wash your hands and check the 5 rights
2. Position of student in the recovery position on a flat, safe surface on their side
3. Provide privacy (if possible)
4. Gather supplies
5. Put on gloves
6. Get the syringe and note that the seal pin is attached to the cap or green ready band is visible
7. check to ensure the correct dose is dialed and the time for when to administer the medication is met
8. Check the 5 rights again

10. Push with the thumb and pull to remove the cap from the syringe (Be sure the seal pin is removed from the cap)
11. Lubricate the rectal tip with lubricating jelly
12. Position yourself with the student facing you
13. Expose the buttocks and move the student's upper leg forward to expose the rectum. Provide privacy (if applicable)

14. Separate the buttocks
15. Gently insert the syringe tip into the rectum with the rim snug against the rectal opening
16. Slowly count to three while gently pushing the plunger into the syringe until it stops
17. Slowly count to three before removing the syringe from the rectum
18. Slowly count to three while holding the buttocks together to prevent leakage
19. Pull the student clothing back to cover the buttocks
20. Keep the person on their side facing you and stay with the student

21. Note the time when the medication was administered and continue to observe the student
22. Follow the remaining steps as outlined by the student's EAP and notify the school nurse, parents or Emergency Medical Services (EMS) Provide EMS with the used medication if indicated or dispose of the medication per the manufacturer's label
23. Remove gloves and wash hands
24. Communicate with the school nurse
25. Ensure school personnel complete the 6th right: documentation

N. Intranasal Seizure Medication with an Atomizer (Steps 1 to 23)

1. Stay calm and follow the EAP (Have someone notify the indicated personnel, obtain the medication, begin timing the seizure, wash your hands and check the 5 rights, check to ensure the medication is not expired)
2. Position of student on a flat, safe surface on their side
3. Gather supplies and put on gloves
4. Mark the syringe at the level that the medication needs to be drawn up and draw up the correct amount of medication to account for the medication that will remain in the neck of the nasal atomizer as outlined by the healthcare provider or pharmacist
5. Fill the syringe with air to the marked line by pulling the plunger back until the top of the plunger reaches the mark
6. Check the 5 rights again
7. Remove the protective plastic cap off the vial and wipe the top of the vial with an alcohol swab
8. Connect the needle to the marked syringe and twist to secure it on to secure
9. Remove the needle cap and stick the needle through the rubber stopper of the medication vial
10. With the needle remaining in the vial, flip the bottle upside down
11. While holding down the plunger with the vial turned up, visualize to make sure the needle tip is in the medication (If it is not, adjust the needle in the vial to ensure it is fully in the liquid medication)
12. Pull back on the plunger and allow the syringe to fill with the medication to the marked level
13. If there are no air bubbles and you have the correct amount in the syringe, remove the needle from the vial
14. Replace the needle cap by scooping the cap with the needle from a flat clean surface (Never recap a needle by holding onto the needle cap)
15. Gently twist the needle off of the syringe and dispose of the needle in a red sharps container
16. Attach the nasal atomizer to the syringe and view the student's nostril for obstruction
17. Gently place one hand on the student's forehead and place the tip of the atomizer in the student's nostril snugly facing up and outwards (or as indicated by the child's healthcare provider)
18. Inject the medication using the atomizer to administer the medication as a mist in the student's nostril(s) per the healthcare provider's instruction or as stated in the EAP
19. Note the time that the medication was administered and continue to observe the student
20. Follow the remaining steps as outlined by the student's EAP and notify the school nurse, parents or Emergency Medical Services (EMS) (Provide EMS with the used medication if indicated or dispose of the medication per the manufacturer's label)

21. Remove your gloves and wash your hands
22. Communicate with the school nurse

23. Ensure school personnel complete the 6th right: documentation

O. Buccal Seizure Medication (Steps 1 thru 20)

1. Follow the EAP
2. Stay calm (Have someone notify the indicated personnel, obtain the medication, begin timing the seizure, wash your hands and check the 5 rights, check to ensure the medication is not expired)
3. Gather supplies, put on gloves and ensure the child is in the recovery position
4. Mark the syringe at the level that the medication needs to be drawn up (Draw up the correct amount of medication as outlined by the healthcare provider or pharmacist)
5. Fill the syringe with air to the marked line by pulling the plunger back until the top of the plunger reaches the mark
6. Check the 5 rights again
7. Remove the protective plastic cap off the vial and wipe the top of the vial with an alcohol swab
8. Connect the needle to the marked syringe and twist to secure it on to secure
9. Remove the needle cap and stick the needle through the rubber stopper of the medication vial if the vial requires the use of a needle
10. With the needle and syringe remaining in the vial, flip the bottle upside down
11. While holding down the plunger with the vial turned up, visualize to make sure the needle or syringe tip is in the medication. If it is not, adjust the needle or syringe tip in the vial to ensure it is fully in the liquid medication
12. Pull back on the plunger and allow the syringe to fill with the medication to the marked level
13. If there are no air bubbles and you have the correct amount in the syringe, remove the needle from the vial
14. If the medication requires a needle, replace the needle cap by scooping the cap with the needle from a flat clean (Never recap a needle by holding onto the needle cap)
15. Gently twist the needle off of the syringe and dispose of the needle in a red sharps container
16. Open the child's lips gently and slowly insert the medication from the syringe into the inside of the child's lower cheek along the gum line (There is no need to open the child's jaw and the solution does not need to be swallowed)
17. Note the time that the medication was administered and continue to observe the student
18. Follow the remaining steps as outlined by the student's EAP and notify the school nurse, parents or Emergency Medical Services (EMS). Provide EMS with the used medication if indicated or dispose of the medication per the manufacturer's label
19. Remove your gloves and wash your hands
20. Communicate with the school nurse and ensure school personnel complete the 6th right: documentation

P. Insulin Administration by Injection (Steps 1 of 20)

1. Wash hands and check 5 rights
2. Gather supplies and medication outlined in the medication administration record (MAR)
3. Put on gloves
4. Check insulin for discoloration, lumps or crystals (demonstrate understanding that if this is observed, to stop and communicate with the nurse. If cloudy, roll in between your hands 20 times
5. Review on the MAR where the last injection was given and choose an alternate site with the student. Check the 5 rights again.
6. Wipe the top of the vial with an alcohol pad.
7. Gently remove the cap off of the insulin syringe

8. Pull the plunger out slowly to the number of units to be administered
9. Push the needle into the vial that is setting on a flat surface and plunge the air into the space in the bottle
10. Keeping the needle in the bottle, turn the bottle upside down, ensure the tip of the needle is in the insulin in the bottle and withdraw slowly the units of insulin needed and provided by the healthcare provider or within parameters the healthcare provider has given parents to adjust
11. Tap syringe gently to remove any air bubble
12. Check the number of units to be administered from the MAR for a third time and check what is drawn up in the syringe
13. Clean the injection site with an alcohol wipe and wait for it to dry
14. Pinch up skin gently with free hand and insert the needle at a 90-degree angle
15. Release pinch and push plunger in slowly
16. Pull the needle straight out
17. Wipe any bleeding away (if any) with an alcohol wipe
18. Delegation states they understand to never recap the needle
19. Remove gloves and wash hands
20. Ensure school personnel complete the 6th right: documentation

Q. Insulin Pen Injection Skills (Steps 1 thru 24)

1. Wash hands and check 5 rights
2. Gather supplies needed, including the medication as outlined in the student's medication administration record (MAR)
3. Review where the last injection was given and choose an alternate site with the student (if applicable)
4. Check the 5 rights again and put on gloves
5. Pull the pen cap slowly and remove the cap from the pen
6. Visually inspect and for cloudy insulin, roll the pen back and forth until evenly mixed
7. Wipe pen end rubber seal with an alcohol pad
8. Screw new capped needle straight onto the pen tip until tight (sizes of the needle will vary depending on what the healthcare provider indicates is best for the student)
9. Hold the pen pointing up and remove the outer shield (keep to use for needle removal). Remove the inner shield
10. Prime the pen per the manufacturer's instruction
11. Dial the desired dose of insulin
12. Check the number of units dialed on the pen a third time against the MAR
13. Choose a new injection site with the student (if applicable)
14. Pinch the skin with the free hand and hold the pen against the site held with the other hand at a 90-degree angle and press the injection button, wait 5-10 seconds per instruction
15. Release pinch and release the injection button
16. Remove the needle straight out and wipe any blood away with an alcohol wipe (if any)
17. Check the pen and make sure that the full dose was administered
18. Carefully replace the outer needle shield
19. Remove the capped needle turning counterclockwise
20. Discard used needle (and pen if disposable) in the sharp's container
21. Replace the pen cap
22. Remove the gloves and wash hands
23. Ensure school personnel complete the 6th right: documentation
24. Store as instructed per the manufacturer's instruction

R. Insulin Pump Skills (Steps 1 thru 14)

1. Washes their hands and checks the five rights
2. Gathers supplies and the medication administration record and/or other documentation records required to provide delegated care
3. The school nurse reviews the student's individual device with the school personnel and provides training on the device
4. The school personnel demonstrates competency in the review of the settings used on the student's device as determined by the school nurse's decision to delegate specific tasks and the student's needs
5. The school nurse reviews the EAP with the school personnel
6. Completes an insulin to carb counting ratio training and demonstrate competency with the school nurse (carb counting training is available in the module)
7. Completes training and demonstrates competency with the school nurse on how to check the student's blood sugar using the device provided by the parent and how to address highs and lows (e.g. blood glucose monitors or continuous glucose monitor)
8. Completes training and demonstrates competency on how to utilize the specific settings permitted through delegation on the student's pump device in accordance with manufacturer instructions
9. Completes training and demonstrates competency with checking the 5 rights again before making any insulin adjustment to scheduled or episodic blood sugar checks following the steps in either the Medication Administration Records (MAR) or school documentation forms as provided to you by the school nurse
10. Is able to successfully explain and demonstrate specific settings and uses of the pump to the school nurse and what the student's pump is preprogrammed for per the child's healthcare provider orders
11. Demonstrates competency with the school nurse on how to troubleshoot the pump per the manufacturer, how to change the infusion tubing if required or the site as directed
12. Demonstrates competency to the school nurse in understanding the importance of checking the 5 rights prior to administering medication or performing a delegated nursing task, or making any adjustment
13. Demonstrates competency on the protocol for communication with the school nurse
14. Ensure the delegatee has demonstrated competency with the school nurse on the 6th right of delegation with all delegated care: documentation

S. Intranasal Glucagon (Steps 1 thru 12)

1. Follow the EAP
2. Stay calm (Have someone notify the indicated personnel, obtain the medication, begin timing the seizure, wash your hands and check the 5 rights, check to ensure the medication is not expired)
3. Gather supplies and put on gloves
4. Check the 5 rights again
5. Hold the nasal spray with one finger on each side of the nozzle (Do not prime the pump or push it in until it is ready to be used)
6. View the student's nostril for obstruction
7. Place the nozzle in one nostril or side of the nose and push the plunger in to give the medicine then remove the nasal spray device
8. Note the time that the medication was administered and continue to observe the student
9. Follow the remaining steps as outlined by the student's EAP and notify the school nurse, parents or Emergency Medical Services (EMS)
10. Provide EMS with the used medication if indicated or dispose of the medication per the manufacturer's label
11. Remove your gloves and wash your hand
12. Communicate with the school nurse

10.

T. Glucagon Auto-Injector Skills (Steps 1 thru 14)

1. Wash your hands, put on gloves and check the 5 rights
2. Gather the needed supplies and follow the EAP
3. Have the student lay on their side if conscious (If the student is unconscious, roll the student to the recovery position on their side)
4. Check the 5 rights again
5. Expose the injection site: upper left or right arm, stomach, right or left thigh
6. Pull the red cap off of the emergency medication pen
7. Push the yellow end down onto the skin firmly and hold for 5 seconds (The window of the pen will turn red when all the medication is administered)
8. Keep the student on their side in the recovery position
9. Dispose of the pen in a red sharp's container (unless otherwise indicated in the student's EAP)
10. Remove your gloves and wash your hands
11. Stay with the student
12. Follow the EAP steps in addition to safe emergency medication administration
13. Communicate with the school nurse
14. Ensure the delegatee has demonstrated competency with the school nurse on the 6th right of delegation with all delegated care: documentation

U. Glucagon Injection Kit Skills (Steps 1 thru 21)

1. Wash your hands, put on gloves and check the 5 rights
2. Gather the needed supplies; including the medication and follow the steps in the EAP
3. Check the 5 rights again and put on gloves
4. Position the student in the recovery position on their side
5. Follow the glucagon kit instructions for the individual student
6. Flip the cap from the bottle of inactive glucagon powder and wipe the rubber stopper with an alcohol pad
7. Carefully remove the needle protector from the syringe
8. Inject the entire contents of the syringe into the bottle of glucagon powder
9. Flip the bottle up with one hand on the bottle and the other on the syringe, held together
10. Gently swirl the liquid until the powder dissolves and is clear (do not use unless the solution is clear and water-like consistency)
11. Pull back gently on the plunger and withdraw the prescribed dose in the syringe per the MAR
12. Wipe the injection site with an alcohol pad (buttocks, upper arms, or thigh)
13. Insert the needle into the loose tissue the cleansed injection site and inject the glucagon solution as prescribed
14. Withdraw the needle and apply light pressure at the injection site with a gauze pad
15. Retract the needle guard (if applicable) and place the needle in a red sharp's container
16. Keep the student in the recovery position and stay with the student
17. Feed the student as soon as he or she is awake and is able to swallow by giving a quick sugar and long acting sugar source

or as directed by the student's emergency action plan

18. Follow the instructions in the EAP if the student is not conscious (there might be a requirement for a second dose)

19. Remove gloves and wash your hands
20. Communicate with the school nurse
21. Ensure the delegatee has demonstrated competency with the school nurse on the 6th right of delegation with all delegated care: documentation

V. Nebulizer Skills (Step 1 thru 18)

1. Wash your hands and check the 5 rights
2. Gather the needed supplies, including the medication and follow the steps in the EAP (if applicable)
3. Follow the instructions for medication administration and use of the nebulizer and supplies
4. Have the student sit comfortably next to the nebulizer compressor (you can explain the procedure if not an emergency and provide a quiet activity to pass the time)
5. Ensure the delegatee places the nebulizer on a clean level surface, hose is connected to the compressor and the machine is plugged into the outlet
6. Review the 5 rights again
7. Put on gloves and prepare the medication by pouring it into the nebulizer medication cup
8. Attach the hose and T-mouthpiece or mask to the medicine cup, ensuring the cup keeps upright to prevent spills
9. Turn the nebulizer machine power switch on and check for a mist from the mouthpiece or mask
11. Place the mask gently over the student's nose and mouth or hand the student the mouthpiece to have them place it in their mouth
12. Have the student inhale through the mouthpiece or mask until the medication is completely gone. (gently tap the cup as needed, this may take up to 10 to 15 minutes)
13. Encourage the student to rinse their mouth with water after using the nebulizer
14. Follow any additional steps in the student's emergency action plan (if applicable)
15. Disconnect the mouthpiece or mask from the tubing and unscrew the medication top, clean according to the manufacturer's recommendations
16. Remove your gloves, wash hands and place the nebulizer and supplies away as directed and secure medications back into secure location
17. If this is part of the emergency action plan, communicate with the school nurse
18. Ensure the delegatee has demonstrated competency with the school nurse on the 6th right of delegation with all delegated care: documentation

W. Gastrostomy Tube (GT) Medication and Feeding (Steps 1 thru 21)

1. Wash your hands and check the 5 rights
2. Gather the needed supplies, including the medication and steps as outlined in the Medication Administration Record (MAR)
3. Put on gloves and prepare feeding or medications as ordered (ensure whether a medication is able to be crushed or dissolved per the prescription label)
4. Remove the plunger from a large syringe and set to the side
5. Place each medication separately in the prescribed amount of water in individual plastic medication cups
6. Ensure the student is in an upright position either sitting or with the head above 30 degrees
7. Remove the plug to cap on the tube that you have been instructed to use
8. With the plunger removed from the syringe, connect the large syringe to the GT holding it in an upright fashion with the opening at the top to allow air bubbles to escape from the tube
9. Provide an initial flush with the prescribed amount of water by pouring it slowly to be fed by gravity through the tube and into the stomach before administering any feeding or medication
10. Administer each medication one at a time with the prescribed amount of water flush provided between each medication or administer the feeding as delegated by your school nurse
11. After the medications are administered or the feeding, flush the GT with the prescribed amount of water using gravity and keep the student in an upright position either sitting or with their head above 30 degrees
12. Replace the plug or cap on the GT
13. Check the area around the GT for signs of skin irritation or redness
14. Clean the supplies as directed
15. Dispose of any empty plastic medication cups or empty feeding supplies in the recycle bin
16. Remove your gloves
17. Wash your hands
18. Communicate with the nurse if there are any unusual issues
19. Store the medications securely in a locked cabinet or as directed on the prescription label
20. Store the supplies in the designated area as directed by the school nurse
21. 18. Ensure the delegatee has demonstrated competency with the school nurse on the 6th right of delegation with all delegated care: documentation

X. Documentation Requirements

Policies:

The district or accredited nonpublic school is required to have for policy health service delivery and medication administration at school. The policy includes required documentation.

The School Nurse Delegation Instruction Documentation:

The school nurse working under the auspices of the district or accredited nonpublic school is required to provide health instruction to authorize and prepare school personnel to deliver and perform delegated health services or nursing tasks that are a part of the student's individualized health plan (IHP), such as the emergency action plan or emergency evacuation plan, or delegation of health services in general. This instruction includes periodic updates. The school nurse supervises, monitors and evaluates the delegated health services and define the level of frequency of supervision required for safe, quality services. Medication administration is a delegated task. The school nurse is required to document the supervision and evaluation of qualified personnel who the nurse has delegated nursing tasks or health service delivery.

Y. Parent Consent and School Documentation Requirements

Parents are required to provide consent to include, but not limited to:

- administration of any prescription or nonprescription (FDA approved) medication administration
- administration of a school's voluntary supply of nonprescription medication or voluntary supply of emergency medication
- ongoing health service delivery at school for their child

Parents may provide additional documentation to include, but not limited to:

- the necessary health information at registration to inform the school of their child's unique health needs.
- the necessary documentation to ensure the school nurse can make safe delegation decisions related to health services carried out in a manner that supports the continuity of care between the healthcare provider, home and the licensed school health personnel
- consent to communicate with their child's health care provider (excluding emergencies or clarification between provider and provider as outlined in the FERPA Joint Guidance, 2019)

The school nurse utilizes professional judgment and maintains accountability in decisions to delegate practice and health service delivery in schools.

Both the licensed educator and the licensed school nurse is held to higher regulatory standards than parents are at home, therefore the district or school must abide by policy and license requirements in the provision of health service delivery.

Competency Documentation:

The school nurse is required to document health instruction competency of the school personnel to perform a specific delegated activity, skill, or procedure that is beyond the school personnel's traditional role. The school nurse is required to obtain consent from unlicensed personnel to perform any special health service or intrusive nonemergency medical service to meet the requirement in Iowa Code 280.23.

School Nursing Documentation: The school district or accredited nonpublic school is required to have a policy that includes maintaining a record of all special health service delivery. The school nurse working under the auspices of the school is required to document the nursing process in development of an IHP, professional nursing practice delivery, technical assistance, instruction, competence, hands on skills checks, supervision, and evaluation of authorized qualified personnel. The school nurse must also document delegation revocation and comply with all documentation requirements in policy and IAC 655.6.

Health Service Delivery Documentation:

The documentation required by the school nurse or the qualified school personnel for health services must include the student's name, the health service, date of birth, the prescriber or the person authorizing or delegating the task, date, time, outcome or student's response, signature of the person providing the service and any unusual circumstances in the provision of the service.

Medication Administration Documentation:

The medication administration record required or documentation must include the date, student's name, date of birth, prescriber or person authorizing administration, medication name and purpose, medication dosage, administration time, administration method, signature and title of the person administering medication, and any unusual circumstances, actions or omissions.

Z. Sample Consent to Perform Special Health Services Forms

Qualified Personnel or Delegatee: The qualified personnel signing below understands directions, expectations for completion, their responsibility and accountability in consenting to provide the selected delegated health service(s)/task(s) as instructed and after demonstrating competency by completing an annual hands-on skill check by the delegating school nurse in accordance with district policies. The qualified personnel or delegatee by signature also agrees to communicate concerns or incidents promptly, ask questions and document all health services/delegated task(s) provided in accordance with the special health services policy.

Registered School Nurse: The below signed school nurse working under the auspices of the school attests that they utilized the delegation process identified in the Nurse Practice Act and the signed qualified personnel signed below has successfully completed an annual return skills demonstration of all selected or listed delegated health service(s)/task(s), has documented the skills demonstration, has communicated the frequency of supervision, monitoring and evaluation of the delegated special health service(s) /task(s) to the qualified personnel or delegatee. The licensed school nurse has communicated directions and expectations for completion of the delegated activity and has received confirmation of understanding of the communication from the qualified personnel by signature and in accordance with the special health services policy. Instructional steps are listed in the Iowa Department of Education Medication and Delegation Toolkit, the Delegation Instruction and Evaluation Form, or as documented by dependent/independent nursing intervention related to population or student health service delivery procedure and protocol.

Student Name (if applicable):

DOB:

The following delegated task(s) are for:

A School Population

An Individual Student (see below)

If the delegated task(s) are for a student, place this record with the student’s health record. If the delegated task(s) are for a school population, place this record as designated per district policy.

The qualified personnel have received instruction and competently completed an annual hands-on skill check for the selected delegated task below with the school nurse:

Medication Administration Courses (Steps A to-K)

Gastrostomy Tube Medication and Feeding

Annual Stock Emergency Awareness Video(s) per Policy (Step L)

Nebulizer

Insulin Injection

Seizure Medication (Intranasal Spray)

Insulin Pen

Seizure Medication (Intranasal w/Atomizer)

Insulin Pump

Seizure Medication (Rectal)

(Intranasal) glucagon

Seizure Medication (Buccal)

(Injection Kit) glucagon

Vagus Nerve Stimulator

(Auto-Injector) glucagon

Basic First Aid

Student's Emergency Action Plan

Student's Emergency Evacuation Plan

Other Ongoing Health Monitoring/Service Listed Below:

School Personnel Signature:

Date:

School Nurse Signature/Credentials:

Date:

The delegated task is for a: student population

If the instructional steps for other individualized ongoing health services listed on page 1 are for a student, please place this record in the student's education record. If the instructional steps are for a population, please place this document in accordance with district or school policy.

Nurse Signature and Credentials completing the instructional steps below or in school protocol with consenting personnel:

Date:

Printed name of personnel providing the listed delegated nursing task/health service delivery:

Date:

Instructional steps for listed individualized health services (other health monitoring) on page 1:

Evaluation and supervision completed by the school nurse to meet policy and administrative rule requirements (*Date, Nurse Initial, Evaluation*):

References:

Iowa Department of Education. (2023). *Medication Administration Manual*. Retrieved from: <https://educate.iowa.gov/media/8955/download?inline=>

Iowa Administrative Code 655.6(2024). *Iowa Board of Nursing: Nurse Practice Act*. Retrieved from: <https://www.legis.iowa.gov/docs/iac/chapter/655.6.pdf>

Iowa Administrative Code 281.14.1. (2024). *Medication Administration*. Retrieved from: <https://www.legis.iowa.gov/docs/iac/chapter/281.14.pdf>

Iowa Administrative Code 281.14.2. (2024). *Special Health Services*. Retrieved from: <https://www.legis.iowa.gov/docs/iac/chapter/281.14.pdf>