



## Office of Health Services

### Medication Administration Training for Non-Medical Staff

**Overall objective:** To increase the non-medical staff knowledge of medications and medication administration, potential for side effects, routes of administration, documentation of medication administration, potential for medication error, communication with youth and parent and the importance of secure storage of medications

**Course Objectives:**

1. Differentiate between prescription and non-prescription over the counter (OTC) medications.
2. Understand how to administer and document OTC medications according to indicators and/or orders.
3. Verbalize his/her responsibility in the administration of medications as well as the reporting of pertinent information.
4. Verbalize the "5 Rights" of medication administration.
5. Know the common routes of medication administration.
6. Identify basic medication abbreviations and symbols.
7. Know when to hold the administration of a medication and contact the medical provider, nurse or parent.
8. Understand how to safely administer and document prescription medications.
9. Verbalize the procedure to take when a medication error occurs.
10. Pass a written test with 80% or higher.
11. State procedures for safe storage and handling of medications.
12. State labeling requirements for medications to be administered by non-medical staff.
13. Verbalize common side effects of psychotropic medications or resource to locate the common side effects of psychotropic medications
14. Know the right way for the youth to use his/her inhaler

**Course Instructor:** Central Office staff designated by the Office of Health Services

## **CURRICULUM OUTLINE:**

- I. Administering Prescription Medications
  - A. 5 Rights
  - B. Checking for allergies
  - C. Checking youth's mouth after medication administration
- II. Administering PRN medications
  - A. Definition of PRN medications
  - B. Time and frequency of PRN medications
- III. Administering Controlled Substances
  - A. Definition of controlled substances
  - B. Importance of counting medications
  - C. What to do if medication is wasted
  - D. Accountability
- IV. Administering OTC Medications
  - A. Definition of OTC
  - B. Documentation
- V. Legal Issues
- VI. Documentation
  - A. Not documented – not done
  - B. Use of medication documentation form
- VII. Communication
- VIII. Abbreviations
- IX. Receiving medications
  - A. Counting and recording amount received
  - B. Storage of medications
  - C. Hand washing prior to handling and administering medications
  - D. Checking for allergies
- X. Asthma Medications
  - A. Maintenance medications
  - B. Emergency inhalers
  - C. Self-administration of medications
- XI. Behavioral (Psychotropic) Medications
  - A. Antidepressants (mechanism of action, potential side effects)
  - B. Medications used for Obsessive-Compulsive Disorders, Panic Disorders (mechanism of action, potential side effects)
  - C. Antipsychotic (mechanism of action, potential side effects)
  - D. Potential for sunlight and heat sensitivity
  - E. Communication with parents or guardians
- XII. Questions and Answers
- XIII. Post Test (80% passing score)