

RN Trainer – A registered nurse who has met the requirements set forth in OAC 5123:2-6, has successfully completed a “Train the Trainer Program” and has been certified from ODODD to instruct unlicensed DD personnel how to administer medication and perform health related activities listed in ODODD approved curriculum.

Topical Medication – Any medication that is applied to the outer skin, or eye, ear or nose or mucous membranes but has determined a need for assistance.

Trained/Contracted Staff with Nurse Delegation – Staff who are contracted through a non-ODODD agency, but completes the ODODD approved Category I, II, III training, attains a passing scores on assessments, and receives a certificate of attendance.

Medication/Nursing Task Orders

1. Parent(s) will send only one (1) month supply of medication at a time. The container will be sent home when empty. Medications at school will be locked in a storage cabinet. Medications will be given by a licensed nurse or appropriately trained delegated school staff member.
2. Prescribed medications and delegated nursing tasks will be administered/given/performed only with a current written order signed by a licensed health care professional or pharmacy order/label authorized by law to prescribe medication. A faxed/scanned and emailed copy will be accepted. Parent/guardians/direct care staff may provide a copy of the original written prescription or have the following forms filled out and signed by the licensed health care profession with prescriptive authority then returned to the registered nurse:
3. Written and signed orders must include but are not limited to:
 - A. The name of the enrollee
 - B. The name of the medication or task and the dosage of medication to be given or applied.
 - C. The times or intervals for administration or performance and routes at which the medication is to be given or applied.
 - D. The date the medication is to begin and to cease (only short-term orders need ending dates)
 - E. Parameters for task ordered if applicable; and if the health care professional wishes to indicate
 - F. Instructions, side effects and comments if any.
4. Medications being received by Wood Lane School staff from enrollees/families/pharmacies, etc. Must be packaged in the original pharmacy container, over the counter packaging or unit dosage wrappers.
 - A. Medications may be transported to and from school on the bus in a locked medication bag. The bag will be handed off between the adult staff/parents. The school staff may not transport medication that will not be administered at school.
 - B. Medications for field trips will be labeled with the date, time, medication name, dosage, and student name prepared by the individual giving that medication then placed in a locked medication bag to accompany the Wood Lane student on the field trip.
 - C. Medications prepared but not given or contaminated in some way are to be returned to the Children Services Nurse in a locked medication bag. The nurse will dispose of this medication per procedure.
 - D. Medications that are discontinued or outdated, are to be sent home by the Children Services Nurse or Licensed Substitute.
 - E. Medications are to be stored according to proper conditions of temperature and light, pharmacy/manufacture’s recommendations and secured.
 - F. All scheduled/controlled substance(s) must be counted at end of each shift or after administration then documented on appropriate count sheet that has been generated by the pharmacy or a licensed nurse. When a scheduled substance is received at Wood Lane School, two certified employees must count, verify, and document on the appropriate count sheet with the date received.
 - G. Wood Lane students will not be allowed to self-administer any medication regardless of skill or ability.
5. Written orders are in effect for one year contingent on the enrollee/family/guardian/care provider’s written agreement to submit new written orders should any changes occur.
6. The original orders or original faxed copy of the written orders will be maintained by the Children Services Nurse and made available to staff as needed.
7. Annually, enrollees, parents, and/or guardians will grant permission/authorization for the administration or giving of prescribed medications and/or delegation.
8. All orders for medications and tasks will be transcribed by the appropriate licensed nurse/pharmacist to medication administration documentation records; treatment/task documentation records; flow charts, as appropriate
 - A. These medication administration records (MAR) will include but is not limited to;
 - i. The name of the medication ordered or description of task to be performed
 - ii. Dosage as appropriate
 - iii. Time/Frequency to be given or performed
 - iv. Route by which medication is to be given
 - v. Parameters for reporting if needed
 - vi. Any known allergies

- vii. Current month and year
- viii. (If applicable) A discontinued date, side effects and special instructions
- B. All medications given/administered, or tasks performed by a nurse or trained certified school staff will be documented on a medication administration record by the employee signing or initialing in the appropriate place for that date and time. If initials are used the full signature or name and initials must appear on the MAR.
- C. If medications are not given or tasks not performed as ordered, the appropriate documentation must be placed in the space for that date and time this includes initialing and circling the space and with further explanation in the appropriate place and UIR written if needed.
- D. All written documentation of medications/tasks are to be completed in blue or black ink when utilizing a paper medication administration record. An electronic medication administration record may serve as original documentation per procedure. No erasures or correction fluid is to be used. Corrections may not obliterate the original information. Following a correction, the original document will be initiated and dated, and the word "error" will be indicated with further explanation in the appropriate place. Only WCBDD/Wood Lane School approved online medication documentation software may be substituted for written documentation.
- E. MARs should be kept in accordance with current record retention procedures.

School Nurse Delegation Performance Tasks

1. Wood County Board of Developmental Disabilities Staff and Contracted Staff may participate in School Nursing Delegation.
 - A. Wood County Board of Developmental Disabilities Staff will follow Wood County Board of DD Policy 01-ALL-ALL-0078 and Procedures 02-ALL-ALL-0418.
 - B. District Contracted Employees will follow the procedures below.
2. The Wood County Board of Developmental Disabilities medication administration courses will be offered to contracted personnel and other Board of DD personnel and will be planned, developed, and coordinated by RN trainer who meet all requirements in accordance with OAC 5123-6.
 - A. Other licensed health care professionals may assist in conducting those portions of the course which are in their scope of practice- this includes the observation of skills demonstrations being done by licensed practical nurses.
 - B. The RN Trainer will only train medication administration courses using ODODD approved curriculum for category 1, 2, 3.
 - C. The minimum requirements for a program instructor that trains an unlicensed employee as stated in OAC 5123-6-01 chapter.
3. Prior to giving or applying medications/feeding or performing any delegated nursing tasks an employee must successfully obtain certifications and/or training. A certified or trained contracted employee may only administer medications/feedings or perform delegated nursing tasks for category trainings that they hold.

To Obtain/Renew Annual Certification of Completion for Medication Administration, Category 1, 2, 3

1. Prior to a District Contracted Employee performing any delegable nursing task,
 - A. The employee must be appointed by a WCBDD Children Services Nurse.
 - B. The Children's Services Nurse will verify with the District Contracted Employee's hiring agency that the employee's Background checks are complete, the employee is at least 18 years of age, holds a high school diploma or GED, and is able to read, write, and understand English.
 - C. If renewing, the RN trainer will verify the District Contracted Employee training has not expired or was suspended.
2. To receive Category 1, 2, or 3 training the District Contracted employee shall:
 - A. Attend the entire initial or annual renewal training.
 - B. Participate in training discussions, activities, and return demonstration of proficiency in administering prescribed medication and performing health-related activities. Demonstrations may be a verbalization of knowledge.
 - C. Complete final closed book written exam with at least a score of 80%. A score of less than 80% will require the employee to retake the training program in its entirety to retake the exam.
3. Upon successful completion of the medication course, the employee will receive a Certificate of Completion. The original Copy will be maintained by the employee. For employees who have dual employment with a Contracted Employee and A DODD employer, the DODD Medication Certificate may serve as a Certificate of Completion.
4. A master list of all District Placed Contracted employees will be maintained by the Children Services Nurse along with their skills check list and their Certificate of Completion.
5. The Children Services Nurse will develop and provide the necessary site and individual specific training which will include but is not limited to; Identification of individual, identification of individual needs, summary of individual's relevant health care information, allergies, diagnoses, implementation of individuals' health care plan, clinical practice using Wood Lane School approved forms and systems, how to contact nursing, what to report and when to report it, procedures for receiving and sending medications, and for maintaining the medication area.
6. RN trainer will maintain completed applications, course evaluation, course sign-in sheets, skills checklist/sheet and a copy of Certificate of Completion upon successful completion in appropriate department for 7 years.

Delegated Nursing Task/Medication Administration/In School Training – Not Covered in Med Course

1. The delegated nursing task module must include at least the following minimal components and instructed by a licensed nurse:
 - A. A written outline including objectives.
 - B. Infection control and universal Precaution procedures.
 - C. Step-by-step information and directions on the concepts underlying the delegated nursing task and how to perform the delegated nursing task, and how to perform the delegated nursing task correctly according to current standards of practice following a step-by-step guideline.
 - D. Demonstration of the delegated nursing task by the Contracted District Employee.
 - E. Successful return demonstration of the delegated nursing task using a written skills checklist with annual return demonstrations if applicable.
 - F. The completed skills checklist will be maintained by the Children Services Nurse.
 - G. The skills checklist will contain a step-by-step outline of how to perform the delegated nursing task. A copy will always be available to the employee.
2. Delegated nursing task training must be within the licensed nurse's scope of practice and follow the rules set forth in OAC 4723-13.
3. Individual Specific Training (IST) must be completed and documented after delegated nursing task/medication administration training and prior to the performance of nursing task/medication administration. The Children Services Nurse will maintain all IST documentation.
4. Annual training and return demonstrations to be completed by the Children's Services Nurse as applicable.

Revocation of Certification

1. The Children's Services Nurse and/or appropriate Wood Lane School administration must prohibit employee(s) from administering medication/feeding and /or performing a delegated nursing task if that employee is found to be unsafe and incompetently performing that duty.
2. The Children's Service Nurse will make every reasonable effort to re-train employees with return skills demonstrations of the delegated nursing task and original documentation to be kept in the personnel file. Copies of documentation will be kept in the appropriate nursing department.

References: Ohio Department of Health: Medication Administration in Ohio Schools – Training for School Personnel
Ohio Department of Education and Workforce – Medications in Ohio Schools
OAC 4723-13
OAC 5123-6
ORC 3313.713
ORC 4723.48

Policies: 01-WLS-ALL-0238

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