Wood County Board of Developmental Disabilities

PROCEDURE

EP	rocedure #: ffective Date: erson Responsible: pprovals/Date:	02-WLS-ALL-0913(MD) 12-10-2024 School Principal Superintendent, WCBDD	12-12-24 Date	Subject: Wood Lane School Nursir Last Revision: Agree High Department Director/Coordinator	ng Delegation
		will apply: cations/Feedings - Provision of	f medications or nu	itrition to enrollees per physician's or ee and/or trained contracted staff with	ders and
	<u>Board Staff</u> An employee, volunteer, or nursing student of the WCBDD. <u>Contracted Employee</u> – An employee whose services are contracted from another educational agency by the Wood County Board of DD or a local school district.				
	<u>Certified Employee</u> – WCBDD employee who has been trained and certified by an ODODD approved RN Trainer in Medication Administration and has received an ODODD approved certification in Category I, II, III. <u>Delegation</u> (OAC Rule 4723-13-01 Definitions) – the transfer of responsibility for the performance of a selected nursing task from a licensed nurse authorized to perform the task to an individual who does not otherwise have the authority to perform the task.				
	Delegating Nurse (OAC	Rule 4723-13-01 Definitions) -	the nurse who dele	gates a nursing task or assumes res	sponsibility for

individuals who are receiving delegated nursing care.

Delegated Nursing Tasks (Task) - A task that is within the scope of practice of a nurse pursuant to Chapter 4723 of OAC and is delegated by a licensed nurse to a WCBDD employee. Include but are not limited to: Administration of

oral/topical/inhaled/oxygen medication, administrations of medication through G/J tube feedings, insulin and metabolic glycemic disorder medication administration, glucometer check, ostomy care, external catheter care, basic measurement of intake and output, oral suctioning, taking vital signs, applying compression hose etc.

Designated Site - The area where the Medication/Task will be performed. A designated site may include school, summer camp, all vehicles, all activities, and field trips.

<u>Health Care Professional</u> – Registered Nurse or Licensed Practical Nurse; Optometrist; Pharmacist; Doctor of Medicine, Osteopathic, Medicine, Podiatrist, Nurse Practitioner; Physician's Assistant; Physical Therapist; Occupational Therapist or OT assistant; Registered Dietician; etc.

<u>Licensed Nurse</u> – A Registered Nurse or a Licensed Practical Nurse that has been licensed by the state of Ohio and has met all requirements set forth by OAC 4723.

MAR/TAR - Medication/Task Administration Record (electronic or paper)

<u>Nursing Tasks That Are NOT Delegable -</u> Include but are not limited to; any veni-puncture procedures or the maintenance of IV lines; sterile catheterization; trach care; the giving of meds via Nasogastric tube; any tasks requiring specialized knowledge or nursing knowledge, complex observations, judgement of skills; or tasks that significantly jeopardize the enrollee's safety. Assistance with activities of daily living does not require delegation which includes but is not limited to; application of clean dressings/band-aid using first aid training; simple observations, assistance with hygiene including toileting, monitoring therapeutic diets, etc.

OAC - Ohio Administrative Code

OBN - The Ohio Board of Nursing

ODODD – Ohio Department of Developmental Disabilities

ORC - Ohio Revised Code

<u>Oral Medication</u> – Any medication that can be ingested through the mouth or a stable G/J tube, other than a Nasogastric tube. <u>Over-the-Counter (OTC)-</u> Nonprescription medication taken orally or applied topically which is not described in ORC 4729.02 and is not required to be taken pursuant to the instructions of health care professional who is authorized by law to prescribe drugs

<u>OTC Topical/Musculoskeletal Topical Medications</u> – OAC 5123:2-6 chapter grants the authority for OTC Topical/Musculoskeletal topical medication could be given by unlicensed employees without prescription with training and/or certification.

<u>Prescription</u> – A written, electronic, or oral order for drugs or combinations or mixtures of drugs to be used by a particular individual and is issued by a licensed health professional and/or pharmacy order/label authorized by law to prescribe drugs, and as described in ORC 4729.02.

<u>**RN Trainer**</u> – 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.

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

<u>Trained/Contracted Staff with Nurse Delegation</u> – 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/manufacturer'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
	Β.	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
	0.	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
	υ.	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
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		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.
	<u>E.</u>	MARs should be kept in accordance with current record retention procedures.
		e Delegation Performance Tasks
1.		od County Board of Developmental Disabilities Staff and Contracted Staff may participate in School Nursing
		egation.
	А.	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.
	В.	District Contracted Employees will follow the procedures below.
2.		Wood County Board of Developmental Disabilities medication administration courses will be offered to
		tracted personnel and other Board of DD personnel and will be planned, developed, and coordinated by RN
	trair	ner who meet all requirements in accordance with OAC 5123-6.
	Α.	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.
	В.	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.		r to giving or applying medications/feeding or performing any delegated nursing tasks an employee must
	SUC	cessfully obtain certifications and/or training. A certified or trained contracted employee may only administer
	med	dications/feedings or perform delegated nursing tasks for category trainings that they hold.
To Obta	in/Re	enew Annual Certification of Completion for Medication Administration, Category 1, 2, 3
1.	Pric	r to a District Contracted Employee performing any delegable nursing task,
	A.	The employee must be appointed by a WCBDD Children Services Nurse.
	В.	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.	Tor	receive Category 1, 2, or 3 training the District Contracted employee shall:
	A.	Attend the entire initial or annual renewal training.
	Β.	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.	Upc	in successful completion of the medication course, the employee will receive a Certificate of Completion. The
		inal Copy will be maintained by the employee. For employees who have dual employment with a Contracted
	Em	ployee and A DODD employer, the DODD Medication Certificate may serve as a Certificate of Completion.
4.	Am	aster list of all District Placed Contracted employees will be maintained by the Children Services Nurse along
		their skills check list and their Certificate of Completion.
5.		Children Services Nurse will develop and provide the necessary site and individual specific training which will
		ude but is not limited to; Identification of individual, identification of individual needs, summary of individual's
		vant health care information, allergies, diagnoses, implementation of individuals' health care plan, clinical practice
		g 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.
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.

Delegate	d 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.		
 Delegated nursing task training must be within the licensed nurse's scope of practice and follow the r 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.		
	Annual training and return demonstrations to be completed by the Children's Services Nurse as applicable.		
	on of Certification		
1.	administering medication/feeding and /or performing a delegated nursing task if that employee is found to be unsafe		
2.	and incompetently performing that duty.		
Ζ.	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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