

**POMONA UNIFIED SCHOOL DISTRICT  
HEALTH SERVICES & PROGRAMS**

**Medication Administration Training for Unlicensed Assistive Personnel**

**School:** \_\_\_\_\_ **School Nurse:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Basics of Medication Administration: The Five Rights

When administering medication, always check the FIVE RIGHTS. These are:

The Right Person

The Right Route

The Right Dose

The Right Time

The Right Frequency

**The Right Person**

A common medication error is giving a medication to the wrong person. When the health office is full of students, some of whom are familiar, it is tempting to cut corners and distribute the medication quickly, however, this is when errors are most likely to occur. Always ask the student's full name, first and last, or identification number if needed. Check their name against the bottle or container. Lastly, check it against the directions provided by the school nurse. Checking three times may seem redundant, but it is a vital safeguard against error.

**The Right Route**

Medication can be given by a variety of routes including oral, rectal, intramuscular, intradermal, intravenous, subcutaneous, sublingual, eye drops, ear drops, and intranasal. Therefore, it is crucial that you are certain by what route the medication is to be given. If in doubt, check the directions written by the school nurse.

**The Right Dose**

Medications come in a variety of strengths or potencies. Be sure to check the directions, which the nurse has written out for you with the contents of the medication container. If there is any discrepancy, do not give the medication, until you have clarified the directions with the school nurse.

**The Right Time**

Medications should be administered no more than ½ hour before or ½ hour after the designated time. For example, Ritalin is prescribed to be given at noon. This means it could be given between 11:30 and 12:30. However, 12:00 is the optimal time. Check with the school nurse about giving medications outside of the ordered time.

**The Right Frequency**

Each medication has a frequency, which is specified by the physician and written on the medication administration sheet. This is how often the medication can be given. For example, Joe is to receive his Proventil inhaler every 4 hours. This means that if Joe takes it at 10:00, he cannot have it until 2:00.

SECTION 3

**Side Effects**

In addition to the five rights of medication administration, you must be familiar with the side effects of the medication you are distributing. The physician has specified on the order form what reactions or side effects are likely. Be sure to familiarize yourself with these, contact the school nurse if they occur.

**Contra-indications**

In certain situations, medications must be withheld if the student's condition fluctuates. This is called a contra-indication. For example, the physician has ordered insulin to be given before lunch for Yeh Shen if her blood sugar is greater than 60. If Yeh Shen's blood sugar is 40, giving insulin would be dangerous to her, and is therefore contra-indicated, or prohibited. If a medication must be withheld please notify the school nurse.

**Actions/Reasons**

Medications are given for a variety of reasons. Sometimes, a side effect of a medication is desirable. For example, aspirin is commonly used to treat minor pain, but it causes the blood to "thin" as a side-effect. It can be used for different purposes; you should know what the students health concern is, so you learn whether the medication is having the desired effect.

**SECTION 3**