

## Medication Administration Training & Delegation for UAPs

**Documentation Needed- found on Healthy Child Care Colorado – Resource for Early Childhood Education under Hub --> Medication Administration Training**

- Medication logs including controlled logs
- Blank medication authorization forms
- Asthma Action Plan
- Severe Allergy Action Plan
- Self-Carry contracts
  - Self-carry for other medications other than allergy/asthma- found [School Nurse Resources | Children's Hospital Colorado](#) --> Medication Administration Tools
- Medication disposal record
- 6 rights of medication administration
- Onsite Medication Audit form: review with UAP
- Medication Incident Report
- Checklist for medication drop off/pick up- found [School Nurse Resources | Children's Hospital Colorado](#) --> Medication Administration Tools

### **MAT Best Practice:**

- UAP complete MAT online certificate
- Sign in on training sheet
- Sign delegation document/attestation
- MAT online is required every 3 years in licensed facilities. Delegation is required annually.
  - Best practice: have all UAPs redo MAT online every 3 years
- Supervision required within 60 days then quarterly
  - Use the audit form at this time too

### **General Guidelines for Orders**

#### **Who Can Sign Medication Forms or Health Care Plans?**

- *MD (Medical Doctor)*
- *DO (Doctor of Osteopathy)*
- *PA (Physician Assistant)* – must have prescriptive authority
- *NP (Nurse Practitioner)* – must have prescriptive authority).

#### **Prevention vs. Treatment:**

- **Prevention (e.g., sunscreen):** Only parent signature needed.

"This document and the information it contains was created by Children's Hospital Colorado ("CHCO") to serve as a guideline and reference tool for use by CHCO employees while acting within the scope of their employment with CHCO. The information presented is intended for informational and educational purposes only. It is not intended to take the place of your personal physician's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call, consultation or advice of your physician or other health care provider. Copyright © Children's Hospital Colorado 2025 All rights reserved. No part of this document may be reproduced without written consent from the author."

Affiliated with



University of Colorado  
Anschutz Medical Campus

- **Treatment (e.g., medicated cream for sunburn):** Requires both parent and provider signatures.
- **All OTC meds** require provider signature.

### **Medication Authorization Requirements:**

- Only **one medication per form**
- **Specific instructions:** e.g., “Advil 200 mg, 2 tablets every 4 hours”
  - No vague directions like “as needed” or “per parent”
  - No dosage ranges
- CO Asthma/Severe Allergy plans already include necessary medications—no separate form needed

### **Medication Safety:**

- Do **not** accept:
  - Meds without completed paperwork
  - Expired meds (check bottle, not box)
- RN must verify that:
  - Forms are complete and signed
  - Medications are accurate and not expired
- UAPs can only administer meds **after RN approval**
- Verbal orders are discouraged unless clearly permitted by district policy
- **Parents cannot authorize** giving medication outside scheduled windows (e.g., missed dose timing)

### **Engaging Training Ideas**

- Create scenarios with intentional mistakes for UAPs to identify and correct
- Team-based activities with mock medication bags and paperwork
- Review all paperwork and proper use
- Provide UAPs with the **Medication Administration Training Guide**  
(Available at: [www.healthychildcareco.org](http://www.healthychildcareco.org))

### **Teaching UAPs to Administer Medications**

#### **Eye Drops:**

- Pull down lower eyelid (pouch)
- Don’t touch bottle tip
- Give only the prescribed amount
- Have tissue ready

“This document and the information it contains was created by Children’s Hospital Colorado (“CHCO”) to serve as a guideline and reference tool for use by CHCO employees while acting within the scope of their employment with CHCO. The information presented is intended for informational and educational purposes only. It is not intended to take the place of your personal physician’s advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call, consultation or advice of your physician or other health care provider. Copyright © Children’s Hospital Colorado 2025 All rights reserved. No part of this document may be reproduced without written consent from the author.”

**Ear Drops:**

- Tilt head or lie down
- Over 3 yrs: pull ear up and back
- Under 3 yrs: pull ear down and back
- Don't touch bottle tip
- Allow time for absorption

**Ointments/Creams:**

- Use gloves, Q-tip, or stick (not hands)
- Student may self-apply if appropriate
- Wash hands after
- Orders should specify quantity (e.g., "dime-sized amount")

**Oral Meds – Pills:**

- Use med cup or cap
- Watch child swallow pill
- **Controlled substances:**
  - Count with parent at drop-off/pick-up
  - Every time given
  - Weekly counts with another adult

**Oral Meds – Liquids:**

- Use exact measuring device (syringe/cup). Have UAP open liquid medication packaging to verify dose can be measured accurately with provided cup.
- No guessing/eyeballing
- For controlled substances:
  - Mark and monitor level at drop-off, administration, pickup, and weekly

**Inhalers & EpiPens:**

- Train on inhalers using mask and spacers
- Train on all four Epi pens
- Utilize action plans to show green, yellow, red zone.