

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.

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- **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)

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

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.