

Administer vs. Assist

How medications can be given at school

Unlicensed personnel, such as health aides, instructional aides, front office staff, and teachers, may **assist** students with medications. This is done by properly storing the medications at school, and ensuring the five rights of medication administration (right student, right medication, right time, right dose, right route and that the medication is not expired). Unlicensed personnel may **assist** the students with medications. They may hand the medication to the student to administer to themselves and correct the student if they are handling the medication incorrectly. They may not place the medication in the student's mouth or apply topical medication. The student must do this.

Exceptions: Unlicensed designated school personnel are authorized by law (Education Code 49414, 49414.5, 49414.7, 49423, 49423.1) to administer epinephrine auto-injectors, glucagon, and FDA approved breakthrough seizure medication. If they are:

- trained by a Red Cross certified instructor, school nurse, or physician
- supervised by a school nurse, or physician
- provided emergency communication access to a school nurse or physician

Licensed Personnel

Prescribed medication may be administered by the school nurse or other Designated School Personnel* only when the school has received written permission from both the student's physician and the parent or guardian. (Education Code 49423; 5 CCR 600)

* Designated School Personnel - Other school employees with an appropriate medical license, such as an Licensed Vocational Nurse (LVN), may administer medications to a student.

I am:

☐ Unlicensed Personnel and I understand the difference between administer and assist. I also understand that may not administer medications as stated above.

☐ Licensed Personnel and I understand the difference between Administer and Assist and that I may not allow unlicensed personnel to administer medications as stated above.

Position: ☐ Health Aide ☐ LVN ☐ Health Services Supervisor

Employee Printed Name

Employee Signature

Date