



Parkway School District
HEALTH SERVICES
2019-2020

Medication Administration in Schools

The school nurse, in collaboration with the school administrator, should identify at least two staff members who can complete the Medication Administration in School training and be able to administer medication in the absence of the school nurse. Designated staff should sign up in PEERS.

- **Initial Medication Administration in Schools** training classes
Thursday, August 29th, 2019, at Pierremont Elementary School
 - 3:30-5:30pm (course # HLT-2020-001)
- September 4th, 2019, at North High School, Room 1500
 - 8:00-9:30am (course #HLT-2020-002)
 - 10:15-11:45am (course #HLT-2020-003)
 - 2:15-3:45pm (course #HLT-2020-004)
- Alternative training with individual school nurse at school (to be arranged with school nurse)
- **Annual Medication Administration in Schools** recertification
Staff member completes the following SafeSchools modules and prints off all certificates of completion to bring to school nurse:
 - Log into SafeSchools at <http://parkwayschools-mo.safeschools.com/login>
 - Scroll to the bottom of the screen and **click on the arrow** next to “Interested in Extra Training?”
 - Click on “Health” box
 - Complete the following trainings:
 - Medication Administration Basics - Full Course
 - Medication Administration: Epinephrine Auto-Injectors
 - Optional - Medication Administration: Diastat - complete this training if staff member will be responsible for Diastat Administration
- Staff member will meet with the school nurse to review skills.
- School nurse completes PARKWAY MEDICATION ADMINISTRATION DELEGATION TRAINING RECORD and sends a copy of the training record to the Director of Health Services and maintains an original in Medication binder in the Health Office.