

MEDICATION ADMINISTRATION

DELEGATION CHECKLIST

Disclaimer: This document provides considerations for school nurses as they formulate independent nursing judgement for their practice or when participating in policy discussions in their districts. This document is not intended to provide clinical standards or guidelines. The school nurse is responsible for complying with applicable federal, state, and local laws, regulations, ordinances, executive orders, policies, and any other applicable sources of authority, including any applicable standards of practice.

When delegating the administration of medication, the school nurse delegates only those nursing tasks for which the delegatee (herein referred to as Unlicensed Assistive Personnel (UAP)) has the necessary skills and competence to accomplish safely.

In maintaining accountability for the delegation, a school nurse confirms that:

- ☐ State Nurse Practice Act allows for the delegation of medication administration.
- ☐ School district policies and job description (and other related documents) allow for the delegation of medication administration.
- ☐ School nurse has educated themselves on the delegation process.
- ☐ School nurse is competent to perform the delegated task.
- ☐ UAP has the education, legal authority, and demonstrated competency to perform medication administration.
- ☐ UAP's job description allows for the administration of medication.
- ☐ Delegation of the medication administration is within the school nurse's responsibility and scope.
- ☐ School nurse is competent to perform the medication administration themselves.
- ☐ Medication administration is consistent with the UAP's job description and can be safely performed according to clear, exact, and unchanging directions.
- ☐ The UAP is competent to administer the medication.
 - School nurse documents UAP competency.
 - School nurse determines how frequently competency needs to be assessed.
- ☐ The UAP is willing to perform medication administration.
- ☐ Results of the medication administration are reasonably predictable.

- ❑ Medication administration does not require assessment, interpretation, or independent decision making during its performance or at completion.
 - School nurse ensures that protocols for the administration of medication(s) have been developed to provide step-by-step instructions on the steps that should be taken in a specific situation to eliminate the need for a UAP to assess, interpret or perform independent decision making.
- ❑ Necessary resources are available for the UAP to safely administer medication.
- ❑ Selected student and circumstances of the delegation are such that delegation of the medication administration poses minimal risk to the student and the consequences of performing the task improperly are not life-threatening.
- ❑ School nurse provides clear directions and guidelines regarding the medication administration and verifies that the UAP follows each written facility policy or procedure when performing the delegated task.
- ❑ School nurse provides supervision of the medication administration and its outcome.
 - School nurse reviews state Nurse Practice Act and school district policies to determine the level of supervision required for delegated tasks.
 - The method and frequency of supervision and evaluation is at the discretion of the school nurse delegating the care.
- ❑ School nurse provides clear and specific instructions to the UAP including when and how to contact the school nurse.
- ❑ School nurse evaluates the outcome of the medication administration.
- ❑ School nurse provides feedback to the UAP, including follow-up on identified problems, intervening when needed and revising plan of care as needed.
- ❑ UAP understands what needs to be documented after medication administration has occurred.
- ❑ School nurse assures documentation of the medication administration.