

# Competencies for Medication Administration

## Minimum Competency Areas and Standards

### A. RECOGNIZES RIGHT TO PERSONAL PRIVACY

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Does not share confidential information except when it affects the recipients care and is shared with the appropriate person.



### B. RECOGNIZES RIGHT TO REFUSE MEDICATION

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Does not force recipients to take medication. Uses appropriate measures to encourage taking of medications when directed for recipients who are not competent.



### C. MAINTAINS HYGEINE AND STANDARDS OF INFECTION CONTROL

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Utilizes appropriate infection control principles when providing medications.



### D. ACCURATELY DOCUMENTS ALL MEDICATIONS

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Accurately documents all medication provided including the name of the medication, dose, route, and time administered and any refusal of medication, and spoilage.



### E. FOLLOWS THE 5 RIGHTS

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Provides the right medication, to the right person, at the right time, in the right dose, and by the right route.



Note: The 14 competencies have been removed from the text of the revised Rule 59. Now Rule 59 states that school staff should be assessed on the minimum competencies in Title 172 Chapter 95: Administration of Medications by Medication Aides and Medication Staff, section 004 (see last page). This reference guide was created to help school staff easily find and learn the minimum competency areas.

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### F. COMPREHENDS WRITTEN OR ORAL DIRECTIONS

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Always read the instructions on the container and follow them exactly. If the instructions are not understood, ask the school nurse or the parent.



### G. PROPERLY STORES AND HANDLES MEDICATION

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Properly stores and handles all medication in accordance with entity policy.



### H. INTERVENES WHEN UNSAFE CONDITIONS OF THE MEDICATION INDICATE A MEDICATION SHOULD NOT BE PROVIDED

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For example, a change in consistency or color of the medication, unlabeled medication or illegible label, or medication has expired.



### I. PROVIDES MEDICATION TO RECIPIENTS IN ACCORDANCE WITH THEIR AGE OR CONDITION

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Provide medications according to the specialty needs of recipients based upon such things as age, swallowing ability, and ability to cooperate.



### J. KNOWS THAT THEY MUST:

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- ☒ (i) Be competent and have been assessed;
- ☒ (ii) Always comply with the 5 rights of provision of medications;
- ☒ (iii) Record all medication provided or refusals; and
- ☒ (iv) Have additional competencies to provide additional activities;



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### RECOGNIZES THE RESPONSIBILITY TO REPORT AND MECHANISMS FOR REPORTING POSSIBLE CHILD OR ADULT ABUSE OR NEGLECT

#### K. IDENTIFIES:

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- ☒ (i) Occurrences of possible abuse of a vulnerable adult and reports this information to the appropriate person or agency as required by the Adult Protective Services Act; and
- ☒ (ii) Occurrences of possible abuse or neglect of a child and reports this information to the appropriate person or agency as required by Neb. Rev. Stat. §§ 28-710 to 28-727

Child Abuse and Neglect Hotline: (800) 652-1999



### L. DOES NOT MISUSE RECIPIENT PROPERTY OR CAUSE PHYSICAL HARM, PAIN, OR MENTAL ANGUISH TO RECIPIENTS

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Recognize the recipient's property rights and physical boundaries.



#### Rule 59 004 Medication Aide Act - Competency Assessment.

004.01 Competencies. In order for a school to assess the competency of staff members to provide medication, the staff members of the school must be able to successfully pass a competency assessment no less than every three (3) years. Such competency assessments will consist of a demonstration by the school staff member of each of the minimum competency standards set forth in Title 172, Nebraska Administrative Code, Chapter 95, Section 004, to the satisfaction of the health care professional designated by the school to conduct the assessment.

For more information, go to the Nebraska Department of Education School Health Services website: <https://www.education.ne.gov/csss/school-health-education-and-services/>

