# **Health Medication Program Module**

(Updated August 25, 2014)

#### Health Module>Entry> Medication.

This program is designed to assist in collecting, tracking, and administering medication used by students during the school day.

On the setup screen, select year, district, school, and display preference (All Prescriptions or Active Prescriptions) and then click OK.

Medication Setup	heMedicationSystem 11.21	I.13 ×	Medication Setup heMedicationSystem 11.21.13					
Year :	1314 💌		Year :	1314	<b>v</b>			
District :	027 💌		District :	027	<b>v</b>			
School :	004		School :	004				
Show :	Active Prescriptions		Show :	Active Prescriptions	<b>v</b>			
	Active Prescriptions							
	All Prescriptions				)			

The following buttons are found at the bottom of the screen:

Add New Setup Refresh Print Admin 0
-------------------------------------

Add New Button is used to add new medications for a student.

Add New Prescri	ption - hePrescriptionForm 08.08.14	×
Student :	Select Student	
Medication :	Select Medication New	GE
Doctor :	New	NO INI
Dr. Phone :		
Date Prescribed :		
Administer Qty :		
Route :	By Mouth (PO)	Drug Type : Tablet
Day of Week :	Monday, Tuesday, Wednesday	Begin Date :
Time of Day :	As Needed	End Date : May 🔽 22 🔽 2014 🔽
Desired Effects :		
Adverse Effects :		
Special Instr :		
Logging Nurse :	, Witnessed By :	,
Receiving Nurse :		
Rx Number :		
Received From :	Quantity Received	:
	Add Consultation	
ОК	Clear Cancel	

First, **Select a student** – Click in the cell to produce a list of students from Student Master and select the student.

Medication – Add a new medication by clicking the New button, entering the name and click OK. Add New Medication

Addition										
New Medication :	Tylenol									
Ok	Cancel									

or select a medication from a "growing list" by clicking in the Medication field .

Medication List						<u>×</u>
AB	с	D	E	F	G	H
I J	к	L	м	N	0	Р
QR	s	т	U	v	w	x
YZ	0	1	2	3	4	5
6 7	8	9			Spc	Clr
Search :						8
Medication						
ADDERALL 10MG						^
ADVAIR						
asprin						8
Celebrex 250mg						
Glipside						
Glucophage XR						$\cup$
Lexapro						~

## JCampus HEALTH MEDICATION OVERVIEW

Doctor – Pick one First Name, Last n Date Prescribed –	from the drop-down list or click New to add one – name and Phone Number. - date prescribed by doctor.	Add New Doctor First Name : Last Name : Phone : Ok Cance	
Dispense Qty – qu	uantity to administer		Du Mauth (80)
Route – Method -	- choose method to administer the medication.		By Mouth (PO) By Mouth (PO) Topical Rectal OD (Right Eye) OC (1.45 Fur)
<b>Day of Week</b> – Ch days are non-instr	ar knows which	Nasal Ear(s) Intramuscular (IM) Subcutaneous (SQ)	
<b>Times per Day</b> – S quantity – numbe	Select from a drop-down list: PRN (as needed) or ers 1 through 20.	mg (milligrams) ml (milligrams) kg (kilograms) cc (cubiccentimenters)	Intravenous (SQ) Intravenous (IV) Intradermal (ID) Tube (NG)
Dosage – number Drug Type – Ident	ify from the drop-down list available.	oz (ounces) gtts (drops) tsp (teaspoon) tbsp (tablespoon) gram (grams)	Peg Tube Duo Tube Tube (Other) Transdermal Sublingual (SL)
Capsules Drops Liquid - ml Liquid - mg Liquid - cc Powder Puff Spray Cream Ointment Aerosols Intramuscular (IM) Subcutaneous (SQ)	Suppository Patch Nebulizer Meter Dose Inhaler (MDI) Enteric Coated Tables Other	inh (inhalations) spray(s)	

Begin Date - Date to begin administering medication

Intravenous (IV) Intradermal (ID) Enema

End Date – Date to end administering medication; defaults to last day of school for students, change if necessary

**Time of Day** – When PRN is choses select 'As Needed' or when a quantity number is chosen select a time from 7:00 to 23:30 to 6:30, every half hour, or select Multiple.

**Desired Effects, Adverse Effects, and Special Instr** are text boxes for you to type information pertaining to the medication.

**Received From** is a text box to type person and/or name of person and the **Quantity Received** is the number received with the chosen drug type following.

Then click OK to enter the medication.



When entering a "New Medication" or a "Receive More", the next box appears.

Confirmation		×
Record saved suc	cessfully.	
ок	Print	

Click OK to save information without printing the Medication Receipt Form.

If you need the Medication Receipt Form, click on Print to obtain the form to the below.

		Medication	Receipt	Jan 29, 2014
Name: Student ID: School: Homeroom:	ADAMS MIKE LEE 4020062 004 ABEL SHAUNA FR	SMITH ANC		
	Medication: Quantity Receiv	Ty/ red: 10	nelol Tablet	
Parent/Guard	lian		School Official	
EDgeer - Soffware (/	al Empower Educators			
	7	eacher Notif	ication	Jan 29, 2014
ADAMS MIKI below. <i>Time(s):</i> P	E LEE SMITH(402006 RN	62) is approv	ed for medication as des	cribed
Interval: N Desired Effect Relieve Pain.	londay - Friday <u>ds:</u>			
Adverse Effe	cts:			
Special Instru	uctions:			
ED gaar – Sotteare D	al Empower Educators		School Official	

A screen appears with Active or All Prescriptions, depending on which was selected with the following information: Student Name, School, Homeroom Teacher, Medication, Quantity, Times/Day, Administer Quantity, Dosage, Last Given, Status, Date Received, Begin Date, End Date and Route.

Welc	ome	Medication	×								
	Stude	nt		School		Homeroom	_	Medication	Quantity	Times/Day	Administer Quan
1	ACHA	NE, STEPHAN	E	Demo 004 K-12		ABEL SHAUNA	A FRANC	asprin	18.0	3	1 Tablet
2	ADAM	IS, MIKE LEE		Demo 004 K-12		ABEL SHAUNA	A FRANC	Celebrex 250mg	0.0	PRN	1 Capsules
3	BENO	IT, MARK		Demo 004 K-12		CLEMONS REE	BECCA E	asprin	18.0	2	1 Tablet
4	BENO	IT, MARK		Demo 004 K-12		CLEMONS REE	BECCA E	Celebrex 250mg	185.0	1	1 Capsules
Dos	age	Last Given	Status	Date Received	Begin Date	End Date	Route				
10 n	ng	2014-03-17	Active	2013-11-18	2013-11-18	2014-05-25	By Mouth (PO	)			
250	mg		Removed	2013-08-29	2013-08-29	2013-09-27	By Mouth (PO	)			
0 mg	9	2013-12-13	Active	2013-11-11	2013-11-02	2013-11-30	By Mouth (PO	)			
250	ma		Empty	2013-11-05	2013-11-04	2014-05-23	By Mouth (PO	)			

When clicking on student name or anywhere on the line, this gray box menu appears.

All of the options here are covered below.



### Administer Medication:

Tresemption	n Ad	minis	strati	ion Ir	nforn	natio	n - h	eMe	dAdr	ninis	terC	alenc	larFo	orm 1	.13.1	14	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_
itudent :		ACH	IANE	STE	PHAN	IE				Scho	ol :			Demo	004	K-12					G	rade	:			12				1	
redication :		asp	rin							Rout	e:		_	зу мо	outn (	PU)					A	amin	ster (	Juan	iity :	Tab	et 10	mg		_	
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
uly					х	х						х	х	1					х	х						х	х			2	
ugust			х	х						х	х						х	х						х	х						х
September	х						х	х						х	х						х	х						х	х		z
October					х	х		н				х	х						X	х						х	х				
lovember		х	х				1		х	х	1			1		х	х		(1)			н	х	х	н	н				х	Z
ecember	х						х	х						х	х				$\sim$	н	х	х	н	н			н	х	х	н	н
anuary				х	х						х	х						х	х					1	х	х					
ebruary	х	х						х	х		н	н	н	н	х	х						х	х						Ζ	Ζ	z
1arch	х	х					н	х	х	н	н				х	х	1					х	х						х	х	
April					х	х						х	х						х	х	н	н			н	х	х				z
1ay			х	х						х	х						х	х						х	х						х
une	х						х	х						х	х						х	х						х	х		Z

The screen is divided into 3 parts: (1) Information from the line you clicked on, (2) calendar from July 1 to June 30 of the current school year, and (3) Legend for information on the calendar. The number 1 indicates the medication quantity that was administered to the student.

When you click on one of the blank boxes – date when you administered the medication which will be an instructional school day according to the school calendar – the window with these options appears.

<u>Administer Medication</u> allows you to identify the date and time the medication was administered. A calendar appears to select the date. The count of the medication on hand is adjusted to show remaining medication.

<u>Prescription Details</u> allows you to edit information on the screen where you entered the new medication.

**<u>Undo Administer</u>** gives you the ability to D – delete that administration for that day.

**Exit** allows you to close that window.



Undo Admir	nister		×
Click in the 'D'	column to del	ete the desir	ed record.
Date	Time	D	
2013-11-14	4 15:51:16		
Close	)		

	you cher on the ric			maon appears.	
					0 Administered
Administ	ation Action beMedAdminist	torActionEorm 44 24 42			H Holiday
Auministi	ation Action - nemedAdminis	teractionForm 11.21.15	<u> </u>	Statu	S: A Absent
ACHANE, ST	TEPHANIE	asprin			N None Available
Date :	2013-07-08	Quantity On Hand :	18.0		DC Discontinued
Time :	14:38:32	Administer Quantity :	1 Tablet		R Refused
nine .	14.30.32	Administer additity .			M Missed Dose
Status :	0 Administered	Administered Quantity :	1		S Self Administration
		-			G Guardian
Note :					D Early Dismissal
					F Field Trip
					W Dose Withheld
OK	Close				P Parent Teacher Conference
					PP Parent Pickup
					SD Staff Dispose

Date and time are entered where the time field can be adjusted.

When you click on the Administer Medication, the following window appears:

Status is a drop-down pick list: Administered, Holiday, Absent, None Available, Discontinued, Refused, Missed Dose, Self Administration, Guardian, Early Dismissal, Field Trip, Dose Withheld, Parent Teacher Conference, Parent Pickup, Staff Dispose, Count Adjustment.

The Administered Quantity is entered in that field.

Note is a text box for you to enter information, if needed.

Click OK to save.

The following question will appear when you are entering a medication administered on a date other than the current date.

The quantity appears in the date box on the calendar. After entering the Prescription Administration Information, Print or Close the calendar window.

#### Prescription Details

Add New Prescri			×			
Student :	BOURQUE MIKE ALLEN					
Medication :	Tylenol New	AGE				
Doctor :	New	O INA				
Dr. Phone :		20				
Date Prescribed :						
Administer Qtv :		Dosage : mg (mil v				
Poute -	By Mouth (BO)	Drug Type : Tablet				
Noute .	Needer Tree de Wedere de	Begin Date :				
Day of Week :	monday, ruesday, wednesday	End Date : May 25 2014	1			
Times per Day :	PRN		,			
		Time of Day : As Needed V Edit				
Desired Effects :						
Desired Lifects .						
Adverse Effects :						
Special Instr :						
Received From Tablet						

Allows you to edit information entered when after the new medication was entered.

Please review the following issue(s) before saving:

Do you want to continue saving?

You have chosen to administer on 2014-01-10 instead of the current date.

No

0 Administered

CA Count Adjustment

 $\mathbf{\nabla}$ 

#### **Prescription History**

The Prescription History gives you a screen with the following information for that student and the chosen medication: Student's Name, School Site, Homeroom Teacher, Medication, Received Quantity, Current Quantity, Frequency, Administer Quantity, Last Given, Expiration Date, Route, Drug Type, Approved, Date Received, and Status. You can also choose to Print the information.

#### **Student History**

The Student History gives you a screen with all medications for the student chosen as the Prescription History screen does. The Prescription History gives only information on the one line selected, where the Student History gives all medications for that student.

#### **Receive More**

Receive More Pre	escription - hePrescriptionForm 1.29.14				
Student :	BOURQUE, MIKE				
Medication :	ADDERALL 10MG New				
Doctor :	Leroy Boudreaux New				
Dr. Phone :	515-555-1212				
Date Prescribed :	Jan 💌 06 💌 2014 💌 📰				
Administer Qty :	Dosage : 10 mg (mil V)				
Route :	By Mouth (PO)				
Day of Week :	Monday,Tuesday,Wednesday				
Times per Day :	PRN				
	Time of Day : As Needed VED				
Desired Effects :					
Adverse Effects :					
Special Instr :					
Received From : Tablet					

This option allows you to add more medication to an existing medication. Notice that most fields are grayed out and cannot be edited from this screen option.

The Begin Date and End Date can be edited, if needed. The Received From and Quantity Received can be entered.

Click OK when done.

Again, you can choose to Print the form for signatures or just click OK to close the window and accept the information.

The quantity on the initial medication screen will be updated with the total now on hand.

#### EOY Dispose/Pickup

EOY Action - heMedAdministerActionForm 11.21.13						
BOURQUE,	MIKE	ADDERALL 10MG				
Date :	Jan 🔻 30 💌 2014 💌 🖷	Quantity On Hand :	27.0			
Time :	09:05:21	Administer Quantity :	1 Tablet			
Status :	PU EOY Pickup 🔻	Administered Quantity :	27.0			
Note :						
OK Close						

The End-of Year / Pickup is used for both EOY Pickup by parent/guardian or just when parent/guardian is picking up medication that is currently still in the system. Notice that the Quantity on Hand (27.0) is also in the Administered Quantity field. A note can be noted here about the situation. Once the OK button is clicked, the Quantity on Hand will calculate to 0.

#### <u>Exit</u>

Exit closes the gray box menu.