

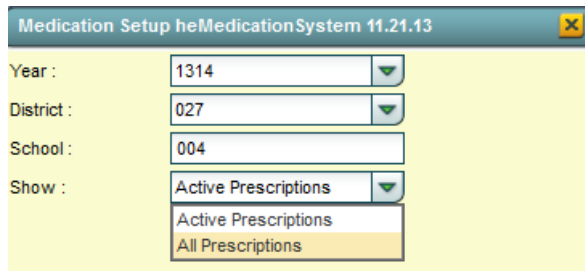
Medication Program in the Health Module

(Updated January 30, 2014)

Health Module>Entry> Medication.

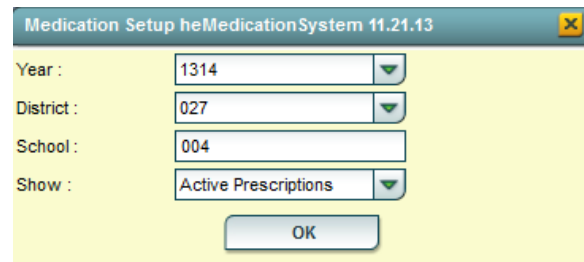
This program is designed to assist in collecting, tracking, and administering medication used by students during the school day.

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



Medication Setup heMedicationSystem 11.21.13

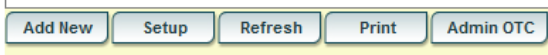
Year : 1314
District : 027
School : 004
Show : Active Prescriptions
Active Prescriptions
All Prescriptions



Medication Setup heMedicationSystem 11.21.13

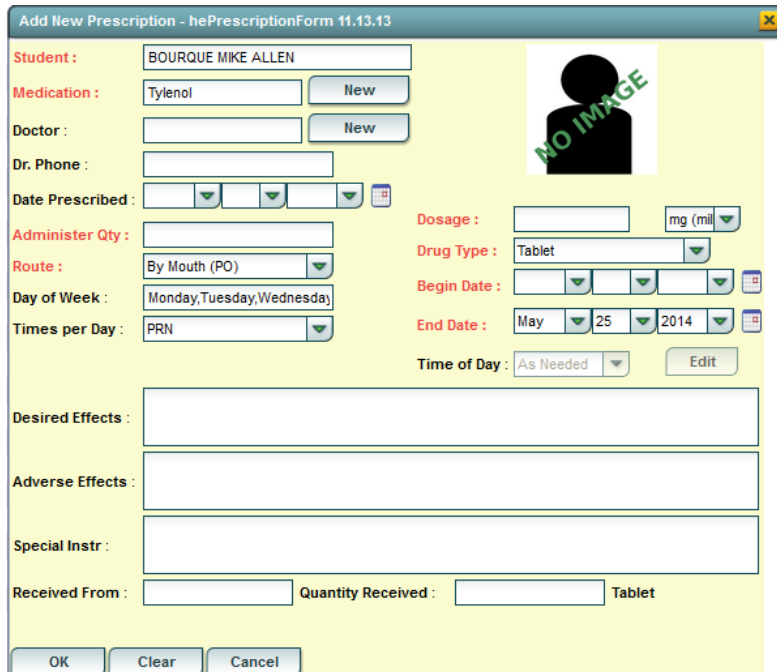
Year : 1314
District : 027
School : 004
Show : Active Prescriptions
OK

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



Add New Setup Refresh Print Admin OTC

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

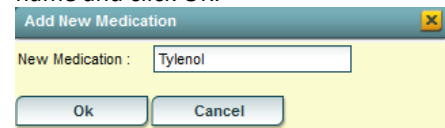


Add New Prescription - hePrescriptionForm 11.13.13

Student : BOURQUE MIKE ALLEN
Medication : Tylenol New
Doctor : New
Dr. Phone :
Date Prescribed :
Administer Qty :
Route : By Mouth (PO)
Day of Week : Monday,Tuesday,Wednesday
Times per Day : PRN
Dosage : mg (ml)
Drug Type : Tablet
Begin Date :
End Date : May 25 2014
Time of Day : As Needed Edit
Desired Effects :
Adverse Effects :
Special Instr :
Received From : Quantity Received : Tablet
OK Clear Cancel

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

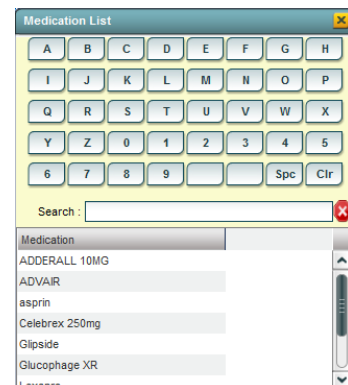
Medication – Add a new medication by clicking the New button, entering the name and click OK.



Add New Medication

New Medication : Tylenol
Ok Cancel

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



Medication List

A	B	C	D	E	F	G	H
I	J	K	L	M	N	O	P
Q	R	S	T	U	V	W	X
Y	Z	0	1	2	3	4	5
6	7	8	9			Spc	Clr

Search :
Medication
ADDERALL 10MG
ADVAIR
asprin
Celebrex 250mg
Glipside
Glucophage XR
Lexapro

Doctor – Pick one from the drop-down list or click New to add one – First Name, Last name and Phone Number.

Date Prescribed – date prescribed by doctor.

Dispense Qty – quantity to administer

Route – Method – choose method to administer the medication.

Day of Week – Check off the day(s) of the week – remember the calendar knows which days are non-instructional days. Click OK.

Times per Day – Select from a drop-down list: PRN (as needed) or quantity – numbers 1 through 20.

Dosage – number and units

Drug Type – Identify from the drop-down list available.

Begin Date – Date to begin administering medication

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

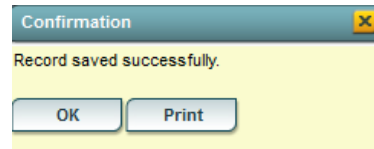
Time of Day – When PRN is chosen select 'As Needed' or when a quantity number is chosen select a time from 7:00 to 23:30 to 6:30, every half hour, or select Multiple. **Edit will bring up this list as well:**

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.



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.

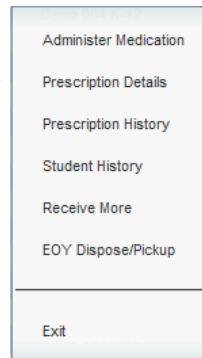
Medication Receipt		Jan 29, 2014
Name:	ADAMS MIKE LEE SMITH	
Student ID:	4020062	
School:	004	
Homeroom:	ABEL SHAUNA FRANC	
Medication:	Tynelol	
Quantity Received:	10 Tablet	
Parent/Guardian		School Official
ED gear - Software that Empower Educators		
Teacher Notification		Jan 29, 2014
ADAMS MIKE LEE SMITH(4020062) is approved for medication as described below.		
Time(s):	PRN	
Interval:	Monday - Friday	
Desired Effects:	Relieve Pain.	
Adverse Effects:		
Special Instructions:		
ED gear - Software that 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.

Welcome		Medication					
Student	School	Homeroom	Medication	Quantity	Times/Day	Administer Quantity	
1 ACHANE, STEPHANIE	Demo 004 K-12	ABEL SHAUNA FRANC	asprin	18.0	3	1 Tablet	
2 ADAMS, MIKE LEE	Demo 004 K-12	ABEL SHAUNA FRANC	Celebrex 250mg	0.0	PRN	1 Capsules	
3 BENOIT, MARK	Demo 004 K-12	CLEMONS REBECCA E	asprin	18.0	2	1 Tablet	
4 BENOIT, MARK	Demo 004 K-12	CLEMONS REBECCA E	Celebrex 250mg	185.0	1	1 Capsules	

Dosage	Last Given	Status	Date Received	Begin Date	End Date	Route
10 mg	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	2013-12-13	Active	2013-11-11	2013-11-02	2013-11-30	By Mouth (PO)
250 mg		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:

Prescription Administration Information - heMedAdministerCalendarForm 1.13.14

Student : ACHANE, STEPHANIE School : Demo 004 K-12 Grade : 12
 Medication : asprin Route : By Mouth (PO) Administer Quantity : 1 Tablet 10 mg

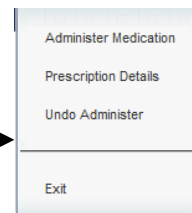
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July				X	X						X	X	1					X	X						X	X					
August		X	X							X	X						X	X						X	X						X
September	X						X	X						X	X						X	X						X	X	Z	
October				X	X		H					X	X						X	X					X	X					
November		X	X				1		X	X	1			1		X	X	1			H	X	X	H	H				X	Z	
December	X						X	X						X	X					H	X	X	H	H			H	X	X	H	H
January				X	X						X	X						X	X						1	X	X				
February	X	X					X	X		H	H	H	H	X	X						X	X							Z	Z	Z
March	X	X					H	X	X	H	H			X	X	1					X	X						X	X		
April				X	X						X	X							X	X	H	H			H	X	X			Z	
May			X	X					X	X						X	X							X	X					X	
June	X						X	X						X	X									X	X			X	X	Z	

A = Absent, H = Holiday, N = None Available, DC = Discontinued, R = Refused, M = Missed Dose, S = Self Administered, G = Guardian,
 D = Early Dismissal, F = Field Trip, W = Dose Withheld, P = Parent Teacher Conference, CA = Count Adjustment, PU = EOY Pickup,
 DI = EOY Dispose, PP = Parent Pickup, SD = Staff Dispose, MP = Medication Pickup, X = Weekend,

Print Close

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. →

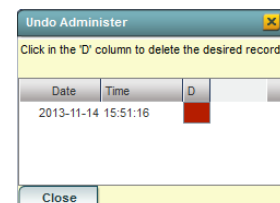


Administer Medication allows you to identify the date and time the medication was administered. A calendar appears to select the date. The count of the medication on hand is adjusted to show remaining medication.

Prescription Details allows you to edit information on the screen where you entered the new medication.

Undo Administer gives you the ability to D – delete that administration for that day.

Exit allows you to close that window.



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

Status:

- 0 Administered
- 0 Administered
- H Holiday
- A Absent
- N None Available
- DC Discontinued
- R Refused
- M Missed Dose
- S Self Administration
- G Guardian
- D Early Dismissal
- F Field Trip
- W Dose Withheld
- P Parent Teacher Conference
- PP Parent Pickup
- SD Staff Dispose
- CA Count Adjustment

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

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

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

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 Prescription - hePrescriptionForm 1.29.14

Student: BOURQUE, MIKE

Medication: ADDERALL 10MG

Doctor: Leroy Boudreaux

Dr. Phone: 515-555-1212

Date Prescribed: Jan 06 2014

Administer Qty: 1

Route: By Mouth (PO)

Day of Week: Monday, Tuesday, Wednesday

Times per Day: PRN

Dosage: 10 mg (ml)

Drug Type: Tablet

Begin Date: Jan 07 2014

End Date: May 25 2014

Time of Day: As Needed

Desired Effects:

Adverse Effects:

Special Instr:

Received From: Quantity Received: Tablet

OK Cancel

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

Time: 09:05:21

Status: PU EOY Pickup

Quantity On Hand: 27.0

Administer Quantity: 1 Tablet

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.

Exit

Exit closes the gray box menu of medication options.