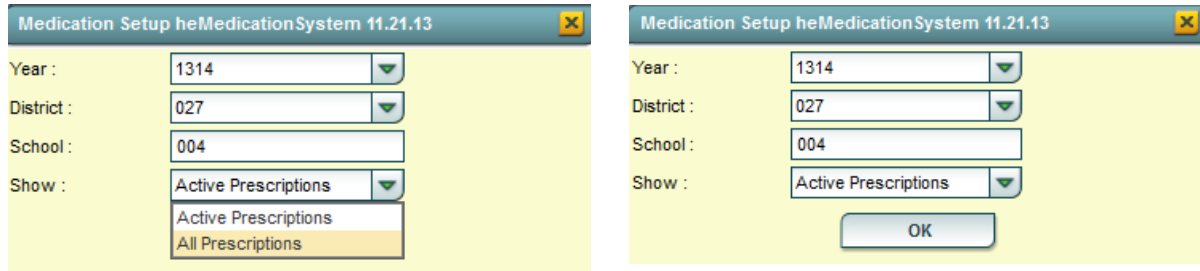# Health Medication Administration

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.

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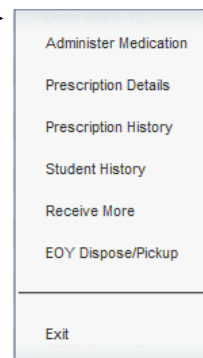
	Student	School	Homeroom	Medication	Quantity	Times/Day	Administer Quantity
1	ACHANE, STEPHANIE	Demo 004 K-12	ABEL SHAUNA FRANC	asprin	18.0	3	1 Tablet
2	ADAMS, MIKE LEE	Demo 004 K-12	ABEL SHAUNA FRANC	Celebrex 250mg	0.0	PRN	1 Capsules
3	BENOIT, MARK	Demo 004 K-12	CLEMONS REBECCA E	asprin	18.0	2	1 Tablet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

Prescription History

Student History

Receive More

EOY Dispose/Pickup

Exit

Administer Medication:

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:

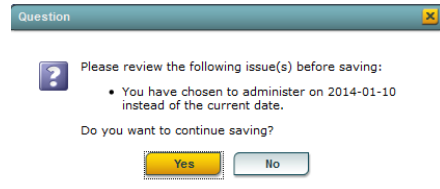Date and time are entered where the time field can be adjusted.

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.

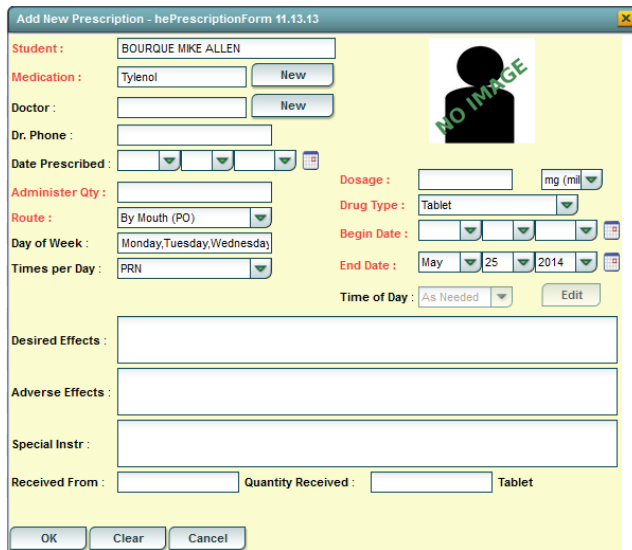Note is a text box for you to enter information, if needed.

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 view information after 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

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

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.