



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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452.4 Rule 2

## Medication Error Procedure

A medication error is defined as “a medication administered that deviates from the instructions of the medical provider and parent.” A medication error occurs when one of the “five rights of medication administration” has been violated. Examples are:

1. administering the wrong medication
2. administering the wrong dose of medication
3. administering medication at the wrong time
4. administering the medication in the wrong way (e.g., ear drops administered to eye)
5. administering medication to wrong student

In addition, circumstances that may require additional follow up would be administering the medication for the wrong reason and administering the medication without proper documentation.

Situations that are not considered medication errors include: students who refuse to consume or are unable to tolerate the medication, lack of supply of the medication from the parent, and a medication held by a parent. Careful notation of these situations should be made in the medication log and parent/guardian will be notified.

## Staff Responsibilities

When a medication administration error occurs, follow these guidelines:

1. Keep the student in the Nurse’s Office (or room where medication was administered)
2. If the student has already returned to class, have someone accompany the student back to the room where medication was administered
3. Observe the student’s status and document what you observe
4. Remain calm and do not alarm the student
5. Identify the incorrect dose or type of medication taken by the student
6. Notify the building principal and supervising School Nurse immediately if non-licensed personnel gave medication. The supervising School Nurse or building principal will contact the parents of the student and/or health care provider
7. If contacting the Poison Control Center for instructions:
  - a. give the name and dose of the medication taken in error
  - b. give the student’s age and approximate weight, if possible

- c. give the name and dose of any other medication the student receives, if possible
- 8. Follow instructions from the Poison Control Center, if possible. If unable to follow their instructions, explain the problem to the Poison Control Center to determine if the student should be transported for emergency care
- 9. Complete a Medication Incident Report Form. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or the student's health care provider, and the student's status. All reports are to be filed and kept according to district policy
- 10. Give completed Medication Incident Report Form to School Nurse and building principal within 24 hours of incident

Errors made in recording medications on the Medication Administration Record should have a line drawn through it and marked "error," or "mistaken entry" initialed and dated. Whiteout may not be used.

### **School Nurse Responsibilities**

- 1. Upon notification of medication error, contact the parents of the student and health care provider, if warranted
- 2. Review Medication Incident Report Form immediately
- 3. Follow up with employee(s) who was involved in medication error
- 4. Provide additional education to employee(s) who was involved in medication error
- 5. Ensure competency of employee who was involved in medication error
- 6. If appropriate, identify someone else to assume responsibility of medication administration
- 7. In conjunction with school administration, review all the completed Medication Incident Report Forms at least quarterly to understand the factors that contribute to errors and identify if the errors are related to systems and/or process issues
- 8. Identify process changes that may need to occur to improve medication administration procedures
  - a. Reducing distractions when/where the medications are being given
  - b. Having photos of the student attached to the medication administration form to assist with proper identification
  - c. Providing more frequent medication administration education refreshers

### **District Administrator/Building Principal Responsibilities**

- 1. Upon notification of medication error, contact the parents of the student and health care provider, if warranted (if School Nurse has not already done so)
- 2. Review Medication Incident Report Form immediately
- 3. In conjunction with school nurse, review all the completed Medication Incident Report Forms at least quarterly to understand the factors that contribute to errors and identify if the errors are related to systems and/or process issues

### References:

WI State Statutes      118.29 Administering drugs in Emergency Care and Civil Liability Exemptions  
    118.291 Asthmatic Students and Inhalers

121.02 (1)(g) School District Standards/Emergency Nursing Services

PI 8.01 (2)(g) Emergency Nursing Services

WI Admin Code N 6.03 Standards of Practice for Registered Nurses

**CROSS REF.:**

Policy #452.4 Administering Medication to Students

Policy #452.4-Rule 1 - Administering Medication Procedure

Policy #452.4-Rule 3 - Disposal of Medical Waste

Policy #452.4-Exhibit 1 – Medication Administration Information

Policy #452.4-Exhibit 2 – Medication Incident Report Form

APPROVED: July 10, 2014