



Standard Operating Procedure Outline

Category:	Student Operations	Department:	Student Services & Coordinated School Health
Procedure:	Medication Designee		
Author: A. Martin	Version: 1.0	Date: May 25, 2022	

Operational Objective(s)

Role of the Medication Designee: In the absence of a school nurse, a trained medication designee can sign in and/or administer certain medication to students and provide first aid.

1. Each school will identify no less than THREE individuals to be trained in the medication designee process.	
2. Each medication designee must attend yearly training and pass a knowledge test.	
3. Medication designee must follow the Medication Sign In SOP when signing in medication.	
4. When dispensing medication, medication designee is expected to follow the five rights of medication administration: a. Right student b. Right medication c. Right dose d. Right route (way taken) e. Right time	
5. Medication designee is expected to sign off the medication on the Medication Administration Record with the time medication is given and their initials in the date box.	



6. Medication designee is expected to log the encounter on the clinic log for later entry into Skyward by the clinic nurse and/or enter directly to Skyward if Med-Clerk.	
7. Medication designee may administer Glucagon or GVOKE in an emergency hypoglycemic episode. EMS should be called any time Glucagon or GVOKE is administered.	
8. Any trained staff member may administer Epinephrine in an emergency anaphylactic episode if the school nurse is not available. EMS should be called any time epinephrine is administered.	
9. Medication designee may assist the diabetic student with carb counting and verify insulin dose with the student administering the dose to themselves. If the student can't administer their own insulin the medication designee, with training, may administer insulin according to the student's IHP.	
10. Medication designee who has had additional training and has a current CPR certification may administer Diastat to a student having a seizure if the nurse is not available or unable to reach the student in the medically prescribed time frame. If there is no one available to administer Diastat 911 should be called for the student.	
11. Medication designees may NOT administer medication to any student that has not been signed in by the parent or guardian.	