

Medications

Adding a Medication

From the student's profile, under the **Health** tab, click on **Medication** sub tab.

The screenshot shows the Skyward interface for adding a medication. On the left, a sidebar menu has 'Health' selected, with 'Medication' highlighted. The main area is titled 'MEDICATIONS' and contains a search bar for 'Medication Start Date' with a calendar icon showing '31'. Below the search bar, it says 'No records to display'. At the bottom, the text 'MEDICATION ADMINISTRATI' is partially visible.

Before adding in medications, you will need to set up a field on this screen. This is something you will only have to do this one time.

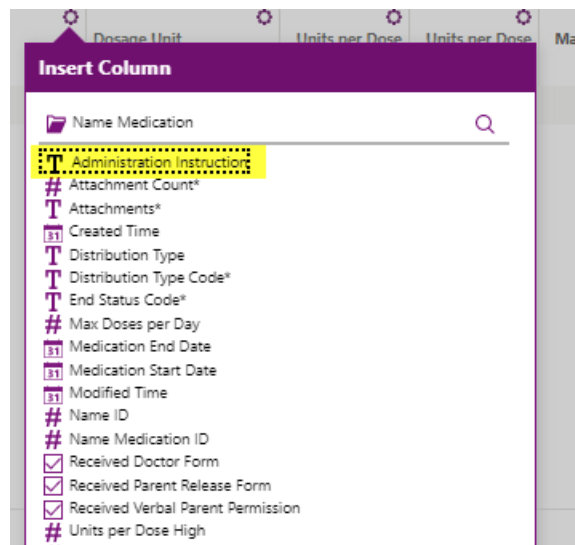
1. Click on the cog in the third column called 'Medication'... Click on Insert Column

The screenshot shows the 'Column Options' dialog box. The dialog has a purple header and contains the following options:

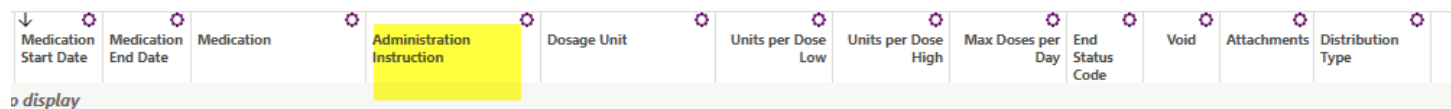
- Insert Column** (highlighted) and **Delete Column**
- Name:** Medication
- Width:** 150
- Locked:**
- Wrap Data:**
- Sort By:**
 - None
 - Ascending
 - Descending
- Filter By:**
 - None
 - Range
 - Selection
- Data Path:** Medication.CodeDescription
- Buttons:** Save, Cancel

Medications

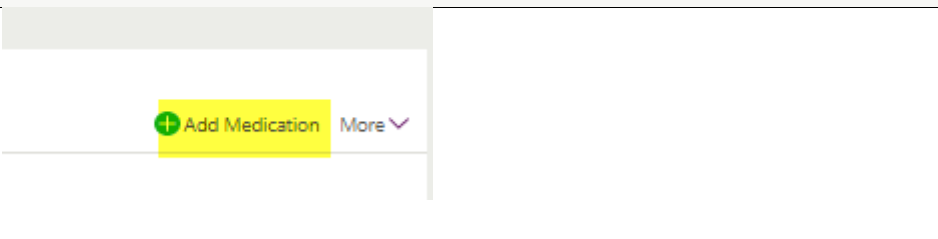
2. **Double Click** on the first option in the list called 'Administration Instructions'



You should now have this column added to your Medication screen.



From the Medication screen, click on **Add Medication** on the right of the screen to add a new medication for this student.



Medications

Enter in **Medication name**

Medication Start Date – day you will start administering medication

Medication End Date- End date will always be August 10th of the following year to make sure the medication covers through all summer programs.

Select the **Medication Dosage Unit**

Units per Dose Low and High means what is the least amount and most amount of mg, grams, puffs, etc can the student have **at one time** or in *one administration*.

Max Doses per day means how many times could you administer this medication **in a school day**.

Enter medication administration information from the prescription/package label in the **Administration Instructions** free text box. *****NOTE: What you enter here is what a substitute will be able to read when you print out your scheduled medication worksheet in the event of your absence.**

Click on **Save & Add Medication Schedules** at the top left of this screen to schedule the specific time of day the medication will be administered.

Click **Save** if medication is *As Needed* and does not require a schedule set up.

Add Name Medication

Enter Medication Details

Save & Add Medication Schedules Save & Add Medication Prescriptions Save Cancel



Full Name

Adams, Eric Byron

Indicators



Gender

M - Male

Birth Date

06/27/2005

Age

12

MEDICATION DETAILS

*Medication

ADD/ADHD

Adderall

*Medication Start Date

08/20/2018 Monday

*Medication End Date

08/10/2019

Distribution Type

Both

End Status Code

N - Normal

Received Parent Release Form

Received Verbal Parent Permission

Received Doctor Form

Medication Route

*Medication Dosage Unit

mg

Milligram

*Units per Dose Low

0

*Units per Dose High

10.00

*Max Doses per Day

2.00

Prescribed By

Comment

Administration Instruction

1 tablet PO b.i.d. at meals.

Select 'Both' if the medication is prescribed for >once daily as you **MAY** administer more than once.

The Low dose will always be zero in the event you held the student's medication. High units per dose is the highest number of units prescribed by the MD for one administration.

Add Name Medication

Enter Medication Details

Save & Add Medication Schedules

Save & Add Medication Prescriptions


Save

Medications

Enter in the time of day and check the days of the week the medication will be administered.

Click **Save** if that is all for this medication.

If you need to enter another time of day and/or days of the week for this same medication (i.e. you are scheduled to administer this medication more than once a day), click on **Save & Add Another**.

	Full Name Abbott, Bobby Tyler	Indicators	Medication Description Adderall	Medication Start Date 08/20/2018
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MEDICATION SCHEDULE DETAILS

*Start Date

*End Date

*Scheduled Administration Time

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

To print a list of medications entered as 'As Needed' only...

Medications

From the home page, click on the main menu on the top left of your screen, select the **Health** menu.

Next, under the Reports list, click on **Daily Medications**.

The screenshot shows the SKYWARD Administrative Access interface. The top navigation bar includes 'Activity Access', 'Administrative Access', and 'Teacher Access'. The left sidebar contains 'Attendance', 'Demographics', 'Discipline', 'Grading', 'Health', and 'Student'. The 'Health' menu is highlighted in yellow. The main content area is divided into 'FEATURES' and 'REPORTS'. Under 'REPORTS', 'Daily Medications' is highlighted in yellow. Other reports listed include 'Immunization Letter', 'Student Health Conditions', 'Student Shot Record', 'Vaccination Compliance (Entity)', 'Scheduled Medication Worksheet', 'Student Waivers', 'Health Condition by Students', and 'Student Health Transcript - PISD'.

Choose the date you would like to print records for active 'As Needed' medication. Choose distribution type as 'As Needed'...Choose 'No' to Hide Notes.

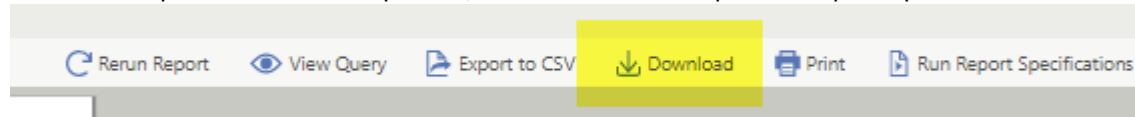
**Remember this is just a list to print all for a substitute nurse or trained person so that they are aware of students who may come down for medication, but who are not scheduled.

The screenshot shows the 'Run Report' dialog box for 'Daily Medications'. The 'Run Report' button is highlighted in yellow. The 'Report Name' is 'Daily Medications', the 'Primary Module' is 'Health', the 'Owner' is 'SKYWARD', and the 'School Year' is '2018-2019'. The 'PROMPT TEMPLATE' section has a dropdown menu for 'Prompt Template' and a 'Save As' button. The 'PROMPTS' section includes:

- *Medication Date: 05/06/2019 Monday (with calendar icon)
- *Student Last Name Range Low: AAA
- *Student Last Name Range High: ZZZ
- Grade: Show all values (with search icon)
- *Distribution Type: As Needed, Scheduled, Both
- Hide Notes: No (with dropdown arrow)

Medications

When the report status is 'Completed', select download to print the .pdf report.



Always keep an updated Schedule in the event you are unexpectedly out.

Remember when you added the column to the Medication screen under the Student Profile called 'Administration Instructions'. This is why you needed that. This reports prints those instructions that the sub or UAP will need.

Report Status: Completed

8/20/2018 12:00:00 AM

SAM RAYBURN H S

Student	Student #	Birth Date	Grade	Medication	Dosage Unit	UnitsLow	UnitsHigh	Max Doses Per Day	Administration Instruction	Distr Type
ABELAR MALDONADO, SINDY CAF	0355625	03/22/2001	11	RX - INHALER/ASTHMA	Puff	2.00	4.00	3.00	admin 2 -4 puffs PO as needed for wheezing	PRN
ABILEZ, ISREAL LEE	0276980	01/18/2003	09	OTC - PAIN RELIEF/ANALG	Milligram	200.00	400.00	3.00	take 1-2 tablets PO as needed for headaches	PRN

Document 'As Needed' Medication Administrations

When a student has a medication that you set up as 'As Needed', you will need to document the administration in the Medications subtab of the student profile.

It will not show up on the Medication Administration Quick Entry screen as those are only scheduled items.

If you have a medication that you set up as 'Both' and you want to document an administration outside of the scheduled time, you will need to document the administration in the Medications tab of the student profile.

From the student's profile, under the Health section, click on the *Medications* sub tab.

Find the medication you want to document on and click once to highlight/select it.

MEDICATIONS

MM/DD/YYYY

View: Skyward Default (Modified)

Filter: All Quick Filter

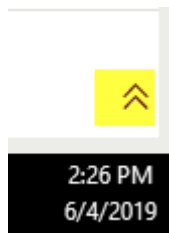
	Medication Start Date	Medication End Date	Medication	Administration Instruction	Administration Instruction	Dosage Unit	Units per
	08/20/2018	08/10/2019	ALBUTEROL - ALBUTEROL	Inhale 2-4 puffs 30 minu...	Inhale 2-4 puffs 30 minu...	pf - Puff	
	08/20/2018	08/10/2019	ACETAMINOPHE - ACET...	Take 1-2 tabs PO for hea...	Take 1-2 tabs PO for hea...	mg - Milligram	20

If there are multiple medications, select the one you are documenting on

Medications

Halfway down your screen on the far right side, click on Administer Medication.

(Note: if you do not see this, you may need to expand the administer medication screen by clicking once on the double arrows on the right at the bottom of your screen)



Enter in the **time** of administration, **Location**, and your name in the **Staff** drop down.

Type out any **notes** regarding the administration.

Click **Save**.

Add Medication Administration
Enter Medication Administration Details

Name DYLAN AGUILAR	Indicators LEP	Medication ALBUTEROL	Medication Route ORAL	Medication Start Date 08/20/2018	Medication End Date 08/10/2019	Max Doses per Day 2.000	Units per Dose Low 2.000	Units per Dose High 4.000	Dosage Unit Puff	Administration Instruction Inhale 2-4 puffs 30 minutes b...
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MEDICATION ADMINISTRATION DETAILS

*Administered Date: 06/04/2019 Tuesday

*Administration Time: 12:32 PM

Scheduled Medication:

*Doses: 1.000

Not Performed Reason:

*Location: SCHOOL CLINIC

*Staff: Rogers, Shannon

Note: student's classroom is heading outside for recess. Administered 2 puffs

NOTE: You may also document any scheduled medications from this same screen if you choose.

Scheduled Medications Worksheet

Medications

To print out a list of scheduled medications/nursing procedures (for yourself or for substitute staff)

From the Health menu, click on **Scheduled Medication Worksheet** located under the REPORTS section.

SKYWARD ADMINISTRATIVE ACCESS

Activity Access Administrative Access Teacher Access

Attendance

Demographics

Discipline

Grading

Health

Student

FEATURES

- Annual Immunization Status
- Health Professionals
- Office Visit Queue
- Scheduled Medication Quick Entry
- State Acanthosis Nigricans Totals
- State Hearing Screening Totals
- State Spinal Screening Totals
- State Vision Screening Totals

UTILITIES

- Mass Add Health Screening

REPORTS

- Daily Medications
- Immunization Letter
- Student Health Conditions
- Student Shot Record
- Vaccination Compliance (Entity)
- Scheduled Medication Worksheet**
- Student Waivers
- Health Condition by Students
- Student Health Transcript - PISD

Chose the **date** you want to print all schedule/both medications and procedures for. (Do not choose 'Today'. Always chose the next day or a near future date)

Check Distribution Type **Scheduled** and **Both**.

Click **Run Report** at the top of the screen.

Run Report
Enter Report Details

Reset Prompts Run Report Cancel

Report Name: Scheduled Medication Worksheet
Primary Module: Health
Owner: SKYWARD
School Year: 2018-2019

PROMPT TEMPLATE

PROMPTS

*Medication Date: 05/06/2019 Monday

*Distribution Type: Scheduled Both

Meds entered as 'As Needed' will not show up on this report.

Select Download to print the .pdf version.

Always keep an updated Schedule in the event you are unexpectedly out.

Rerun Report View Query Export to CSV **Download** Print Run Report Specifications

Medications

Example of completed report

Scheduled Medication Worksheet										
Medication Date: 09/11/17										
Time	Quantity / Missed Reason	Location	Staff	Student	Time	Medication	Route	Units High	Units Low	Unit
					9:00 AM	PROC - RN PROCEDURE		1.00	1.00	c
					Instructions: student is to check blood glucose levels daily before meal					
					11:45 AM	PROC - RN PROCEDURE		1.00	1.00	c
					Instructions: Student is to check blood glucose levels before meals/sn					
					1:00 PM	ADD-XR - Adderall extend	ORAL	10.00	0.00	mg
					Instructions:					
					2:00 PM	PROC - RN PROCEDURE		1.00	1.00	c
					Instructions: student is to check blood glucose levels daily before meal					
					2:45 PM	PROC - RN PROCEDURE		1.00	1.00	c
					Instructions: Student is to check blood glucose levels before meals/sn					

Daily Medications-As Needed - Report Medication

To print a list of medications entered as 'As Needed' only...

From the home page, click on the main menu on the top left of your screen, select the **Health** menu.

Next, under the Reports list, click on **Daily Medications...**

The screenshot shows the Skyward Administrative Access interface. The top navigation bar includes 'Activity Access', 'Administrative Access', and 'Teacher Access'. The left sidebar menu is expanded to show 'Health' selected. Under the 'Health' menu, the 'Reports' section is visible, with 'Daily Medications' highlighted. Other reports listed include 'Immunization Letter', 'Student Health Conditions', 'Student Shot Record', 'Vaccination Compliance (Entity)', 'Scheduled Medication Worksheet', 'Student Waivers', 'Health Condition by Students', and 'Student Health Transcript - PSD'. The 'UTILITIES' section on the right includes 'Mass Add Health Screen'.

Medications

Choose the date you would like to print records for active 'As Needed' medication. Choose distribution type as 'As Needed'...Choose 'No' to Hide Notes.

**Remember this is just a list to print all for a substitute nurse or trained person so that they are aware of students who may come down for medication, but who are not scheduled.

Run Report
 Enter Report Details

Reset Prompts Run Report Cancel

Report Name Daily Medications	Primary Module Health	Owner SKYWARD	School Year 2018-2019
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PROMPT TEMPLATE
 Prompt Template Save As

PROMPTS

*Medication Date 31 + -

*Student Last Name Range Low

*Student Last Name Range High

Grade Q

*Distribution Type

[No Data]
 As Needed
 Scheduled
 Both

Hide Notes

When the report status is 'Completed', select download to print the .pdf report.

Rerun Report View Query Export to CSV Download Print Run Report Specifications

Always keep an updated Schedule in the event you are unexpectedly out.

Remember when you added the column to the Medication screen under the Student Profile called 'Administration Instructions'. This is why you needed that. This reports prints those instructions that the sub or UAP will need.

Report Status: Completed 1 of 1 Rerun Report Cancel Report View Query Save Until Export to CSV Download Print

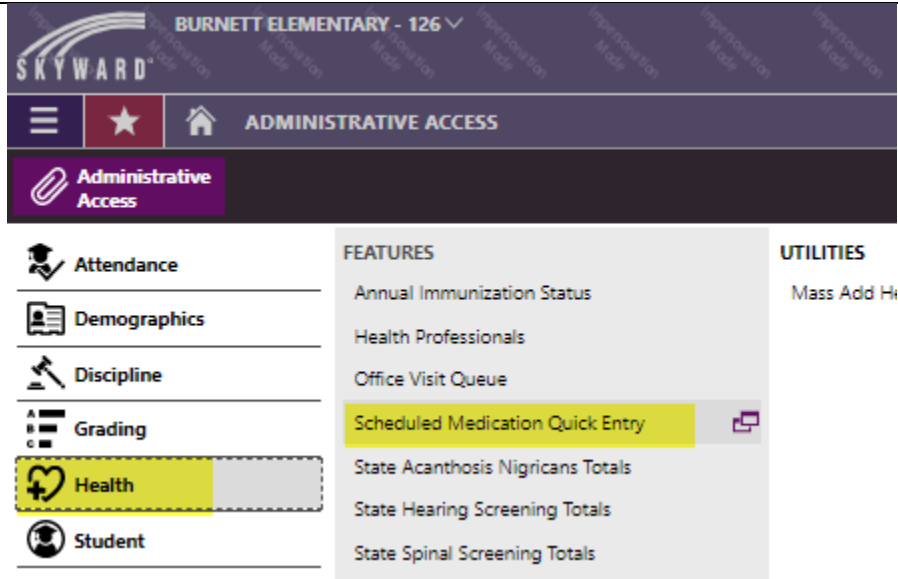
Daily Medications										
Student	Student #	Birth Date	Grade	Medication	Dosage Unit	UnitsLow	UnitsHigh	Max Doses Per Day	Administration Instruction	Distr Type
ABELAR MALDONADO, SINDY CAF	0355625	03/22/2001	11	RX - INHALER/ASTHMA	Puff	2.00	4.00	3.00	admin 2 -4 puffs PO as needed for wheezing	PRN
ABILEZ, ISREAL LEE	0276960	01/18/2003	09	OTC - PAIN RELIEF/ANALG	Milligram	200.00	400.00	3.00	take 1 - 2 tablets PO as needed for headaches	PRN

Administration Quick Entry

Medications

From the Home screen, click on the main menu at the top left of your screen and go to the **Health** section. Under the **Features** section, click on **Scheduled Medication Quick Entry**


(This is another screen you may want to 'Add to Dock')



The default *Administration Date* will be today's date.

Enter the date you want to document administrations for

SCHEDULED MEDICATION QUICK ENTRY

Administration Date 


Administer All

A list of all scheduled medications that you have set up will appear.

You have the option to check the box for **Administer All**. This would be in the event it is the end of the school day and you are just now able to sit and document.



Otherwise, you may document each student as the scheduled event occurs by finding the student's scheduled medication, checking the box **Administer Medication**.

SCHEDULED MEDICATION QUICK ENTRY

Administration Date 

Administer All

INSULIN ASPART - 11:15 AM

Full Name	Indicators	Medication
 GARY, JEREMY ZACHARY		INSULIN ASPA

Medications

The date and time will default to the date and time the medication was scheduled for. You will need to change the time to reflect the actual administration time.

Type either '1' or '0' in the Doses box. '1' if you gave the medication, or, '0' if you did not. If the medication was not given, you must select a reason in the Not Performed Reason drop down box.

The *Location* and *Staff* should default to *School Clinic* and *your name*.

You should document any notes in the notes section regarding complications or communicatinos. (If you are chosing to document sub or other trained personnel care in the EMR, the Notes section is where you would enter this information).

Click **Save & Back** when finished.

SCHEDULED MEDICATION QUICK ENTRY

Administration Date: 06/04/2019 Tuesday

Administer All

INSULIN ASPART - 11:15 AM

Full Name	Indicators	Medication	Medication Route	Max Doses per Day	Units per Dose Low	Units per Dose High	Dosage Unit	Administration Instruction	Scheduled Administration Time
/		INSULIN ASPART	SUBCUTANEOUS	4.000	0.000	15.000	Unit	Inject up to 15 units subcuta...	11:15 AM

Administer Medication

*Administration Date/Time: 06/04/2019 Tuesday at 11:12 AM

*Doses: 1.000 or Not Performed Reason

*Location: SCHOOL CLINIC

*Staff: Reyes, Carla

Note

Callouts:

- The time will default to the scheduled time. You will need to change this to reflect the actual time of administration.
- This is the scheduled time for this medication.