

## Medication Administration in a School Setting: School Nursing Practice in Massachusetts

### Step by Step Instructions

*A comprehensive guide on how to register, take the course, and obtain credit*

This SHIELD course is being offered on the New England Public Health Training Center (NEPHTC) training website. Below are instructions how to access the course at NEPHTC and obtain a Certificate of Completion and CNE credits through SHIELD.

**NOTE: If you need technical assistance at any time with this training, email NEPHTC at [support@nephtc.org](mailto:support@nephtc.org).**

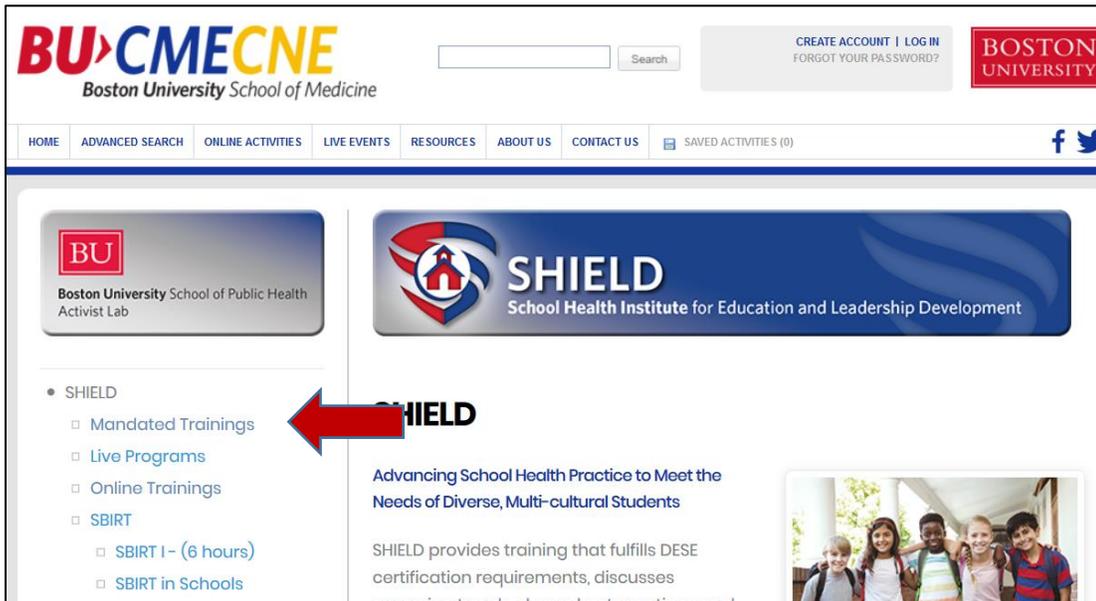
### INSTRUCTIONS

**Step 1.** Visit the SHIELD website ([www.shield-bu.org](http://www.shield-bu.org))



The screenshot shows the SHIELD website interface. At the top, there is a navigation bar with the following items: HOME, ADVANCED SEARCH, ONLINE ACTIVITIES, LIVE EVENTS, RESOURCES, ABOUT US, CONTACT US, and SAVED ACTIVITIES (0). On the right side of the navigation bar, there are social media icons for Facebook and Twitter. Below the navigation bar, there is a main content area. On the left side of the main content area, there is a sidebar with the following items: SHIELD, Mandated Trainings, Live Programs, Online Trainings, SBIRT, SBIRT I - (6 hours), and SBIRT in Schools Implementation Essentials - (3 hours). On the right side of the main content area, there is a large banner for SHIELD with the text "SHIELD School Health Institute for Education and Leadership Development". Below the banner, there is a section titled "SHIELD" with the text "Advancing School Health Practice to Meet the Needs of Diverse, Multi-cultural Students". Below this text, there is a paragraph describing the SHIELD program: "SHIELD provides training that fulfills DESE certification requirements, discusses emerging trends, shares best practices, and addresses the complex physical, behavioral, and psycho-social health issues facing". To the right of this paragraph, there is a photograph of five diverse students standing together and smiling.

**Step 2.** Click on **Mandated Trainings** in the left navigation pane



**Step 3.** Click on **Medication Administration in a School Setting: School Nursing Practice in Massachusetts**



**Step 4.** Click on the **Take the Course** link

**Note:** You will be directed out of the SHIELD website to the New England Public Health Training Center (NEPHTC) website to complete the training. You will be required to log in with your NEPHTC account or register to create a new account.



- SHIELD - Medication Administration in a School Setting: School Nursing Practice in Massachusetts

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### Medication Administration in a School Setting: School Nursing Practice in Massachusetts

This online course replaces the formerly offered live workshop: Medication Administration and Delegation. Designed as an "on your time" training, learners may register and take this course at any time that is convenient for them.

This course provides the key information every public and private School Nurse needs to know about medication administration and delegation in Massachusetts schools, including laws and regulations, school nurse role and responsibilities, and best practice approaches.



This is one of three training workshops mandated by the Massachusetts Department of Public Health in order to be licensed as a School Nurse and it is designed for:

- Nurses seeking Department of Elementary and Secondary Education (DESE) as a School Nurse in Massachusetts (mandated course).
- School Nurse Managers who are listed on a school district's MDPH Medication Delegation Registration Application (mandated every five years).
- Any School Nurse seeking to refresh their knowledge of the regulations, requirements, and responsibilities for medication administration in MA schools.

#### Course Registration

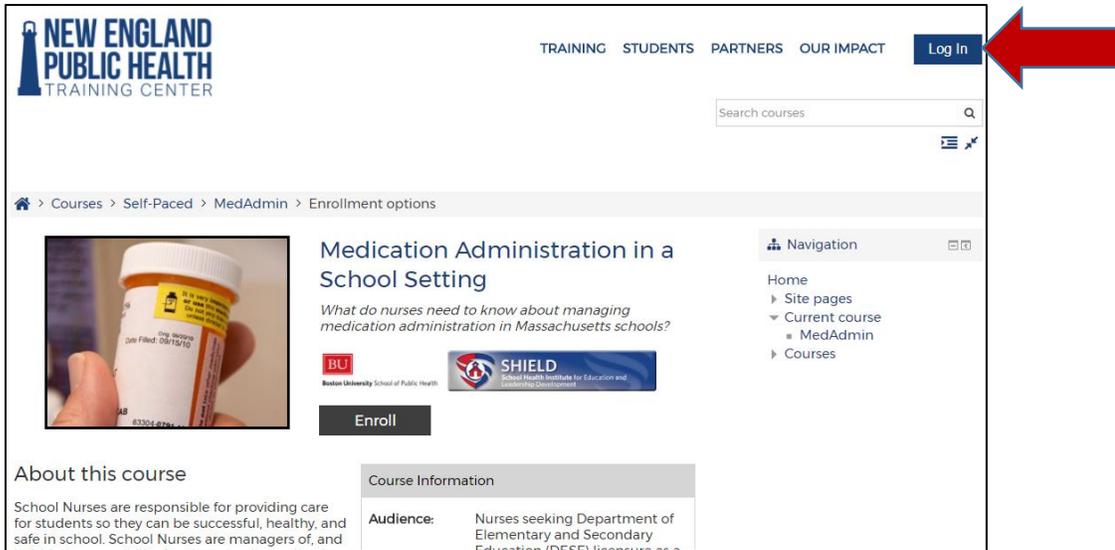
**Course fee:**  
\$50 for credit; may be audited (no credit) for free.

This course is being offered at the New England Public Health Training Center (NEPHTC) website. When you click on the link below, you will be redirected to NEPHTC to take the course. Note that you will need an NEPHTC account in order to register for the training (directions provided at NEPHTC). Upon completion of the course, you will be redirected back to SHIELD to pay for the course and claim course credit.

**Take the course:** <http://www.nephtc.org/enrol/index.php?id=64> 

**Step 5.** After clicking on the link in SHIELD, you will be directed to this page in the NEPHTC training center at <http://www.nephtc.org/enrol/index.php?id=64>

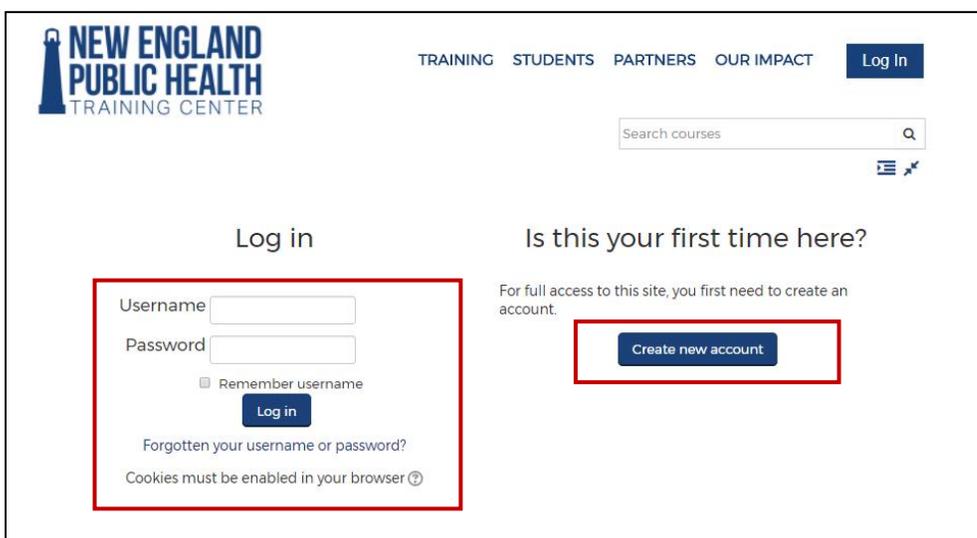
Select **Log In** in the top right corner of the screen



**Step 6.** Log in with your NEPHTC Username and Password or select **Create a new account** to register if this is your first time accessing this website.

- If you already have an account with NEPHTC but have forgotten your username or password, please select “Forgotten your username or password?” link to have your password reset.

**Note:** When you create a new account or ask to reset your password, you will receive a confirmation email. **Generally this happens quickly, but some users find it takes 30 min or more for the email to arrive because of their institution’s email settings.**



**Step 7.** Once you have logged in, click the **Enroll** button



The screenshot shows a course page with a breadcrumb trail: Home > Courses > Self-Paced > MedAdmin > Enrollment options. On the left is an image of a hand holding a white pill bottle with a yellow label. The main heading is "Medication Administration in a School Setting" with a sub-heading: "What do nurses need to know about managing medication administration in Massachusetts schools?". Logos for Boston University School of Public Health and SHIELD are present. A dark grey "Enroll" button is highlighted with a large red arrow pointing to it from the right. Below the button is a section titled "About this course" and a "Course Information" box.

**About this course**

School Nurses are responsible for providing care for students so they can be successful, healthy, and safe in school. School Nurses are managers of, and hold full responsibility for, the school's medication administration program. This course provides the key information every School Nurse

**Course Information**

**Audience:** Nurses seeking Department of Elementary and Secondary Education (DESE) licensure as a School Nurse in Massachusetts (mandated

**Step 8.** This will take you to the bottom of the screen where you must select **Enroll** again **to take the course for CNE credit (fee required) and obtain a Certificate of Completion.**

This certificate can be submitted to the Department of Elementary and Secondary Education (DESE) for licensure as a MA School Nurse and to the MA Department of Public Health with the Medication Administration Registration Application (required every five years for nurses signing the application.)

**Note:** This course may be audited (no credit or certificate). To audit this course, return to SHIELD-BU.org at <http://bucme.org/node/1167> for information.



The screenshot shows a dropdown menu with the option "Self enrollment (Student)" selected. Below the menu is a dark purple "Enroll" button.

**Step 9.** Begin course!

Once you have enrolled successfully, you will be taken to the course page where you can begin the training. Continue reading below for an overview of the course page with a brief explanation of the various sections.

## OVERVIEW OF COURSE PAGE



### Medication Administration in a School Setting: School Nursing Practice in Massachusetts



- Home
- Site pages
- Current course
- MedAdmin
  - Participants
  - Course Description
  - Accreditation Information
  - Complete Pre-Test
  - Course Materials
  - Complete Post-Test
  - Resources
  - Course Evaluation
  - Claim Credit
- My courses

**Course Navigation**  
Navigation will always appear on the right side of your screen to allow quick navigation to other sections of the course

**Welcome video**  
A brief welcome and introduction to the topic of Medication Administration and Delegation in a School Setting

#### Course Description

School Nurses are responsible for providing care for students so they can be successful, healthy, and safe in school. School Nurses are managers of, and hold full responsibility for, the school's medication administration program. This course provides the key information every School Nurse needs to know about medication administration in Massachusetts public and private schools including:

- Regulations and oversight of medication administration and delegation in Massachusetts
- The School Nurse's role and responsibilities
- Medication administration resources and compliance tools
- Step-by-step processes required for medication delegation
- Delegation training materials for unlicensed assistive personnel
- Guidance around individual student situations
- Guidance in how to register with the MA Department of Public Health (MDPH) for delegation and medication administration in the school setting

This is one of three training workshops mandated by the Massachusetts Department of Public Health in order to be licensed as a School Nurse. Participation in this workshop is also required every five years for School Nurses listed on the school district's MDPH Medication Delegation Registration Application.

#### Learning Objectives

After completing the training, you will be able to:

- Outline a School Nurse's responsibilities around medication administration
- Identify a School Nurse's obligations under Federal, State, and Local Regulations
- Describe types of medication delegation in a school setting and identify situations that can and cannot be delegated
- Describe the five rights of delegation
- Identify the best practice approach for several common student situations

 [Course Guide and Technical Requirements PDF document](#)

**Course Description**  
A brief description of the course and an outline of the learning objectives

**Course Guide**  
Information on all the course components and technical requirements

#### Accreditation Information

To obtain credit, you must download and read this information prior to starting the course.

 [Accreditation Information PDF document](#)

Course Release: 11/17/2017; Expiration Date: 11/16/2018

**Accreditation**  
Detailed information on accreditation and obtaining continuing education credits, faculty, and disclosures

#### Complete Pre-Test

Please complete the pre-test before moving on to the next section.

 [Pre-Test](#)

**Pre/Post Test**  
Designed to test knowledge of the topics covered in the training

**Course Materials**

The section contains materials that covers all the course learning objectives.

**Step 1:** Read the Ebook - Reading the Ebook is essential to understanding the material contained in the lesson. The lesson reinforces material learned in the Ebook. You must read the Ebook before moving on to complete the lesson.

**Step 2:** View the lesson

**Step 3:** Watch the Outro Video with information to wrap up the course.

Once you have completed all the course material, you may take the post-test and complete the course evaluation.

- Medication Administration in a School Setting Ebook
- View Lesson: Medication Administration in a School Setting
- Outro Video

**Course Material**

- **EBook** – contains all relevant information and regulations for medication delegation. The Ebook **MUST** be read **BEFORE** moving on to view the lesson.
- **Lesson** – an interactive training covering the learning objectives of the course\* (see next page for details)
- **Outro Video** – a wrap-up of topics discussed

**Complete Post-Test**

The post-test is designed to assess your knowledge of the subject matter once you have completed the lesson. You have unlimited attempts to complete this assessment and the minimum passing score is 70%.

- Post-Test

**Pre/Post Test**

Designed to test knowledge of the topics covered in the training

**Resources**

To access resources and materials used in this course click on the Resources List link below.

- Resources List

**Resources**

A list of websites and resources relevant to the topics covered

**Course Evaluation**

- Medication Administration Course Evaluation Pt. 1
- Medication Administration Course Evaluation Pt. 2

**Course Evaluation**

All learners must complete a course evaluation (two parts) before claiming credit.

**Claim Credit**

Once you have completed all the activities in this course, you may receive your Certificate of Completion by selecting the link below. You will be redirected to SHIELD-BUSM CME/CNE site to receive CNE credit and certificate.

Note: Only available if pre-, post-tests and evaluation are completed. *Fee required.*

- Claim Credit

**Claiming Credit**

Contains a code that will allow you to return to the SHIELD BU CME/CNE website to claim credit and obtain a Certificate of Completion for the course.

This Certificate can be submitted to the Department of Elementary and Secondary Education to show completion of this mandated course. It may also be submitted with the MA Department of Public Health Medication Administration Registration Application.



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Need Help? Email [support@nephtc.org](mailto:support@nephtc.org)

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**Need Help?**

Email this site with your questions. You will receive a response within 24 hours.

**\*Important note about viewing the Lesson:** When you click on View Lesson, a new pop up window will open in front of your Main Browsing Window. During the lesson, you will have the option to open and view various documents. **These documents will open in your Main Browser Window.** When you view these documents, the Lesson Popup Window will not be visible, but it is still open in the background.

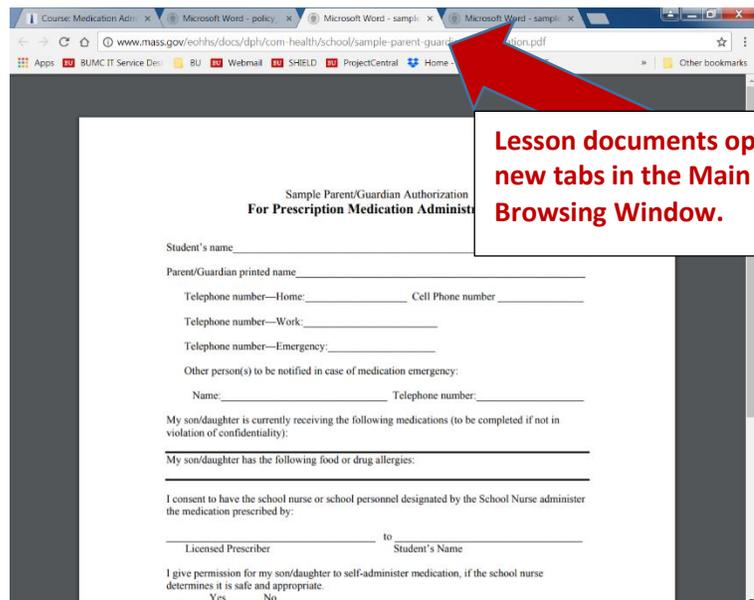
### Lesson Pop up Window

When this is open you won't see the Main Browsing Window which is open in the background



### Main Browsing Window

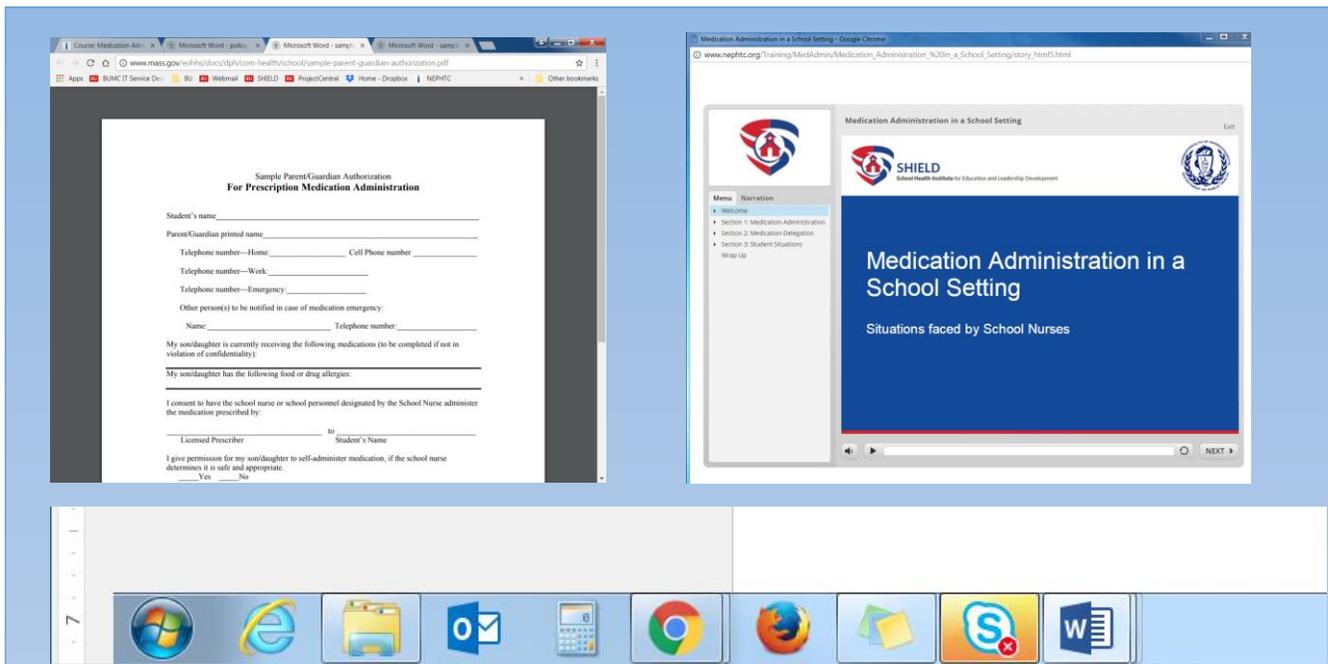
When this is open you won't see the Lesson Pop Up Window which is open in the background



You can toggle between the two windows by hovering your mouse over the browser icon which is in the task bar at the bottom of your screen.

(Browser Icon Examples: Chrome  Firefox  or Explorer )

To return to the training, hover your mouse over the browser icon and click on the Lesson Window.



**In this example, there are two Chrome windows open as indicated by the stacked icon. When you hover your mouse over the icon, all open windows appear and you can click on the window you want to view. Click on the Lesson Pop Up Window to resume your training.**

## Claiming Credit (Enrolled option only; no credit offered for Auditors)

**Step 1.** Once you have read the Ebook, completed the course, passed the post-test with a score of 70% or better, and completed the evaluation, you can claim credit by clicking **Claim Credit** to receive a course completion code.

### Claim Credit

Once you have completed all the activities in this course, you may receive your Certificate of Completion by selecting the link below. You will be redirected to SHIELD-BUSM CME/CNE site to receive CNE credit and certificate.

Note: Only available if pre-, post-tests and evaluation are completed. *Fee required.*

 Claim Credit 

**Step 2: Record the code** – you will be asked to enter the provided code in the BU CME/CNE website. Record the code and then click on the link. When you click on the link you will be directed out of the NEPHTC website to the BU CME/CNE website.

[Home](#) > [Self-Paced](#) > [MedAdmin](#) > [Claim Credit](#) > [Claim Credit](#)

[Back to 'Claim Credit'](#)

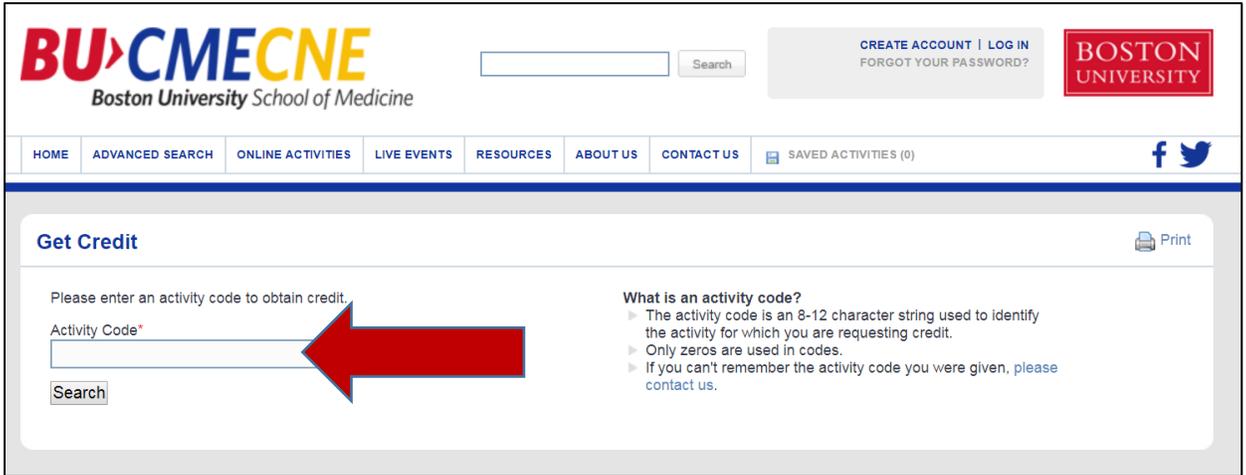
### Claim Credit

In order to claim credit for completion of this course, please visit the website below and use the code provided.

 [www.bucme.org/getcredit](http://www.bucme.org/getcredit) 

code:

**Step 3:** Enter the activity code you recorded after clicking Claim Credit at the NEPHTC website. Click the Enter key.



**BU CMECNE**  
Boston University School of Medicine

CREATE ACCOUNT | LOG IN  
FORGOT YOUR PASSWORD?

BOSTON UNIVERSITY

HOME ADVANCED SEARCH ONLINE ACTIVITIES LIVE EVENTS RESOURCES ABOUT US CONTACT US  SAVED ACTIVITIES (0)  

### Get Credit

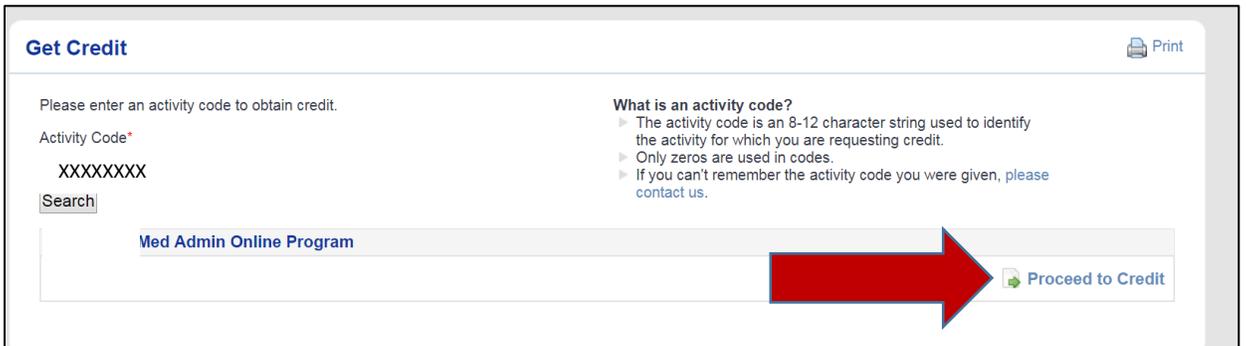
Please enter an activity code to obtain credit.

Activity Code\*

**What is an activity code?**

- ▶ The activity code is an 8-12 character string used to identify the activity for which you are requesting credit.
- ▶ Only zeros are used in codes.
- ▶ If you can't remember the activity code you were given, please contact us.

**Step 4:** Click on **Proceed to Credit**



### Get Credit

Please enter an activity code to obtain credit.

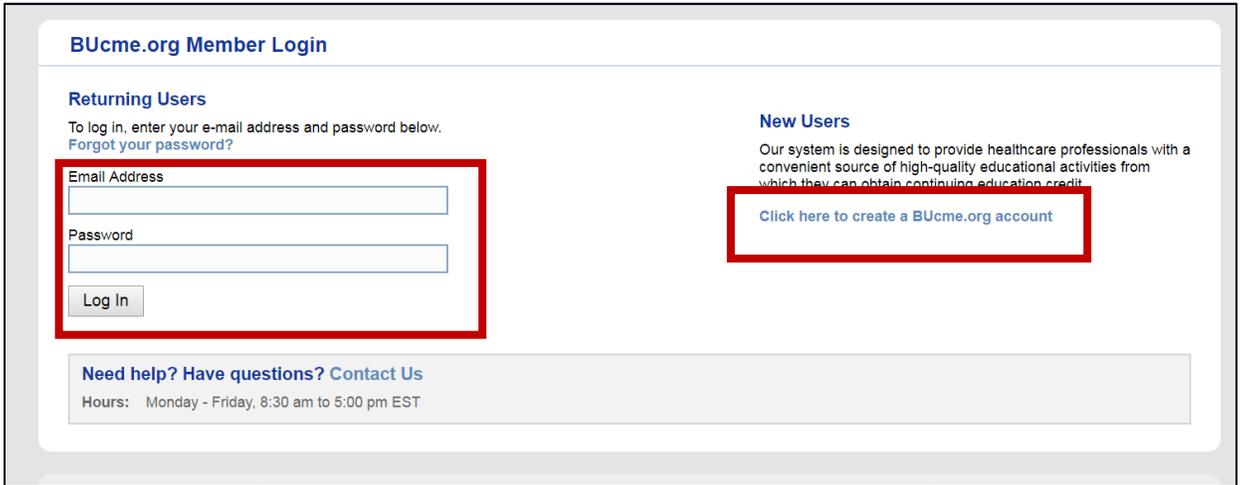
Activity Code\*  
XXXXXXXX

**Med Admin Online Program**

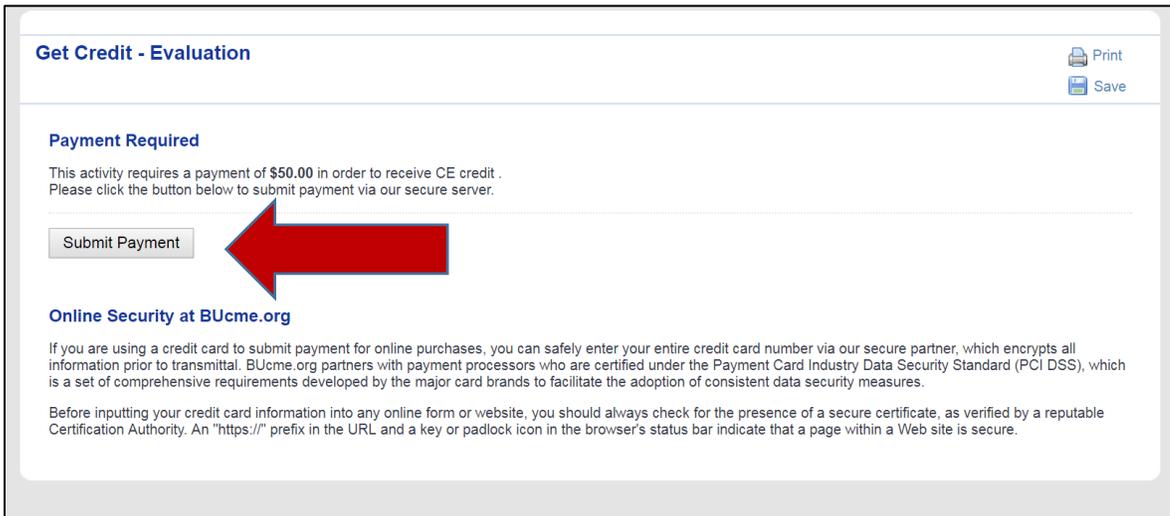


**Step 5:** Enter your SHIELD BU CME/CNE **Email address and password** or **create a new account** if this is your first time accessing the BU CME/CNE.org website

- If you already have an account with SHIELD BU CME/CNE but have forgotten your username or password, please select “Forgot your password?” link to have your password reset.



**Step 6:** Click on submit your payment and you will be directed to a secure site to pay for the course and obtain your CNE and Certificate of Completion.



**Questions:** For questions on how to obtain credit or complete payment contact the BU CME/CNE office at [cme@bu.edu](mailto:cme@bu.edu) or call 617-358-5005.