



Appendix B Competency Checklist

“Any unlicensed school personnel who administers medication to a student in a school setting must be trained in the administration of medication before being authorized to carry out this responsibility. Following the initial training, a training review and information update must be held at least annually for staff members authorized to administer medications. This training must be provided by a registered professional nurse or Healthcare provider” 05-071 C.M.R. ch.40, §3C (2022)

| Task | Met | Not Met | Comment |
|---|-----|---------|---------|
| 1. Verbalizes understanding of, and the ability to locate district/school policies | | | |
| 2. Able to verbalize understanding of Maine rule, chapter 40, that authorizes unlicensed school personnel to administer medications in the school setting | | | |
| 3. Able to state the 6 rights of medication administration | | | |
| 4. Demonstrates the ability to locate the following on the medication label: name of student, medication, dose, route to be given and time | | | |
| 5. Able to state basic classifications of medications | | | |
| 6. Able to state the common routes of medication | | | |
| 7. Can state common medications and potential side effects | | | |
| 8. Demonstrates knowledge and ability to administer and document medications given | | | |
| 9. Successfully describes what constitutes a medication error, how to respond, and demonstrates where, when and how to document | | | |
| 10. Successfully describes common signs and symptoms of an allergic reaction or anaphylaxis | | | |
| 11. Can describe adverse effects and how to respond | | | |
| 12. Understands procedure regarding when and how to contact the school nurse/parent/guardian and/or call 911 | | | |
| 13. Able to locate emergency contact information | | | |
| 14. Understands their role in confidentiality of student health information | | | |

“For USP that may hold separate certification or training in medication administration, the trainer may determine an abbreviated training is sufficient based on their current knowledge and skill level. This is to be documented with the training and competency.” 05-071 C.M.R. ch.40, §3C (2022)

Additional Comments:

Trainer _____ Date _____
Name _____ Position _____