

Training Record – Using a Dry-Powder Inhaler

School nurse checks each step as USP demonstrates competency and signs at end of document.

This checklist may be used in conjunction with training materials found within the [Maine Department of Education: Medication Administration in Maine Schools Medication Administration Procedure](#)

| Procedure | School Nurse Initials |
|---|-----------------------|
| 1. Review the 6 rights of medication administration: right student, right medication, right dose, right route, right time, right documentation. Six Rights Poster | |
| 2. Open medication, load a dose of medicine, and prime according to manufacturer’s instructions. | |
| 3. Have the student stand or sit up straight to allow the lungs to fully expand when breathing the medication. | |
| 4. Have student take a deep breath in, tilt head slightly back, and empty lungs fully. | |
| 5. Have the student place mouth over mouthpiece of inhaler and close lips to form a tight seal. | |
| 6. Encourage a fast, deep breath. | |
| 7. Breath should be held for 10 seconds. | |
| 8. Remove spacer/inhaler from mouth and exhale. | |
| 9. If 2 puffs are prescribed, wait 1 minute, and repeat steps 3-7. | |
| 10. If medication is an inhaled corticosteroid, rinse with water and spit after last dose. | |
| 11. Wipe off the mouthpiece with dry cloth and replace the cover. | |
| 12. Complete documentation per local procedure. | |
| 13. Review common side effects of medication . | |
| 14. Review when to call 911 . ³ | |

Competency Statement

USP Name _____ can describe the procedure to administer a dry powder inhaler and what to do in an emergency.

Signature of RN _____ Initials _____ Date _____

Training Affirmation

I have read the asthma action plan for _____. I have been trained and demonstrated competency in administering and cleaning an inhaler and when to call 911. I have had the opportunity to ask questions and received answers to my satisfaction.

Signature of USP _____ Date _____