

Training Record – Using a Metered Dose 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. Remove cap, shake inhaler, and prime according to manufacturer’s instructions.	
3. Remove spacer cap (if one is being used) and make sure spacer is clean. Place inhaler into end of spacer.	
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 spacer or inhaler and close lips to form a tight seal.	
6. As the student starts to breathe in, assist or observe pressing down on the top of the medicine canister once to release 1 “puff”. Encourage a slow, deep breath, 3-5 sec.	
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, shake inhaler and repeat steps 3-7.	
10. If medication is an inhaled corticosteroid, rinse with water and spit after last dose.	
11. Complete documentation per local procedure.	
12. Review common side effects of medication .	
13. Review when to call 911 . ³	

Competency Statement

USP Name _____ can describe the procedure to administer a metered dose 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 _____