

### Inhaler Medication Skill Competency Checklist

Medication administration to students is governed by Wis. Stat. sec. 118.29. The statute requires that unlicensed school staff receive DPI approved training and be authorized in writing by the district administrator. Annual skill verification is recommended by a registered nurse, medical provider, or a skilled and willing parent.

Student's name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Person trained: \_\_\_\_\_ Position: \_\_\_\_\_ Initials: \_\_\_\_\_

Person training: \_\_\_\_\_ Position: \_\_\_\_\_ Initials: \_\_\_\_\_

Skills	Initial demonstration:		Return demonstration:			
	Date:	Date:	Date:	Date:	Date:	Date:
<b>Instructions for inhaler administration with and without spacer:</b>						
1. Gather needed supplies and place on a clean surface						
2. Position student, providing as much privacy as possible						
3. Wash hands						
4. Check for authorization forms or record. Review the medication administration form, the medical provider form, and the parent/guardian consent form.						
5. Check for the albuterol and order to be sure it is: <ul style="list-style-type: none"> <li>a. For the right child</li> <li>b. The right medication</li> <li>c. The right dose</li> <li>d. Being given at the correct time</li> <li>e. Being given by the right route</li> </ul>						
6. Be sure to check the medication to ensure that it has not expired						
7. Make sure the inhaler and spacer are free of foreign objects						

8. Shake the inhaler for 10 seconds to mix the medicine						
9. Remove the cap from the mouthpiece						
10. Prime the inhaler if indicated						
11. Quickly review the five rights once again while checking the albuterol to be sure it is: <ul style="list-style-type: none"> <li>a. For the right child</li> <li>b. The right medication</li> <li>c. The right dose</li> <li>d. Being given at the right time</li> <li>e. Being given by the right route</li> </ul>						
<b>PROCEDURE FOR INHALER WITH SPACER:</b>						
1. Place the inhaler mouthpiece onto the end of the spacer						
2. Hold the inhaler between your index finger and thumb						
3. Have the student stand up and take a deep breath in, and breathe out						
4. Have the student place the spacer between their teeth and place their lips around it (follow the individual spacer instructions)						
5. Press down on the top of the inhaler once						
6. Instruct the student to breathe in very slowly until they have taken a full breath						
7. If you hear a whistle sound, instruct the student to breathe slower—the breath in should take at least 3 to 5 seconds						

8. Instruct the student to hold their breath for 5 to 10 seconds						
9. Instruct the student to breathe out slowly through their mouth						
10. Wait 1 minute before having the student take a second puff, if ordered*						
11. Repeat earlier steps if taking a second puff						
<b>PROCEDURE FOR INHALER WITHOUT SPACER:</b>						
1. Hold the inhaler between your index finger and thumb						
2. Have the student stand up and take a deep breath in, and breathe out						
3. Have the student put the inhaler in their mouth, between their teeth and above their tongue						
4. Have the student close their lips around the inhaler						
5. Press down on the top of the inhaler once as the student breathes in very slowly until they have taken a full breath						
6. Instruct the student to hold their breath for 5 to 10 seconds						
7. Instruct the student to breathe out slowly through their mouth						
8. Wait 1 minute before having the student take a second puff, if ordered*						
9. Repeat previous steps if taking a second puff						
<b>Instructions post medication administration with and without spacer:</b>						
1. Have student rinse out their mouth with water and spit, as needed						
2. Wash hands						

3. Document medication administration in student's medication administration log						
4. Follow up, as needed, with parents or guardian and healthcare provider						

**Plan for monitoring medication administration:**

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**School Nurse Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

\*Waiting one minute between inhaler puffs is currently recommend by the inhaler manufacturer and the American Lung Association. DPI recommends following the student specific medication order.

<https://www.lung.org/getmedia/1a58adde-c10a-4925-bd89-cd5c61767897/how-to-use-your-inhaler-and.pdf.pdf>

<https://www.ventolin.com/about-ventolin-hfa/how-to-use.html>