



## **Instructions for taking Medication Administration Tests and Bloodborne Pathogens On-line Training**

Medication administration in schools is governed by Wis. Stat. sec. 118.29.

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Please follow these steps:

1. Go to the School District of Waukesha Webpage: <http://www.waukesha.k12.wi.us/>
2. Scroll over the link “Employee Resources” and click on it
3. On the left hand side of the screen scroll down until you see the link for “Administering Medication.” Click on that link
4. The screen should say Administering Medication to Students
5. **Mandatory trainings are on the left hand side of the screen:**
  - **Oral Medication and General Principals (required)**
  - **Epi Pen (required)**
  - **Rescue inhaler (required)**
  - **Bloodborne Pathogens (required)**

Strongly suggested trainings are located in the center of the screen:

- *Diabetic training (strongly suggested)*
- *Seizure First Aid and Emergency Medication Training (strongly suggested)*

The right side of the screen has optional training and information:

- *State and DPI statutes and laws*
- *Links to DPI manuals with comprehensive information on medication in school*
- *Special needs students; care needed and trainings*

6. Click on appropriate training module
  - a. All Staff complete Mandatory training every 4 years
  - b. Staff should review Seizure/Diabetic modules if they have a student with one of these disorders
7. Watch the video, complete the 5 question test, then click **SUBMIT**. (Check your skyward account for dates of compliance – you *won't* get a confirmation at completion.)
8. Suggested trainings have videos, power points, some tests and handouts. Consult with your Administrator regarding your caseload and requirements.

A few things to note:

- You must be signed in with your Waukesha School District email
- Annual skills sessions occur between September-November / consult Healthroom Asst.
- Questions? Contact Jo Ann Hablewitz, RN at x1125 or Terrie Leverenz, LPN, X1131