

## STAFF MEDICATION TRAINING DIRECTIONS

### WHAT: DPI and School District of Holmen Staff Medication Training Requirement

- Wisconsin ACT 160 was passed into law on March 15, 2010. As a result of this ACT, staff/non-staff who take students off campus for events, field trips, excursions and any school sponsored activity are required to complete the medication administration training provided by the Wisconsin Department of Public Instruction (WDPI). The training includes completion of certain modules/webinars and skills check-off.

### WHO:

- All HEA/teachers
- Health Educational Assistants and substitutes
- Special Educational Assistants
- Regular Educational Assistants (as directed by principal)
- Long-term substitute teachers/special educational assistants
- Bus and Van Drivers
- Coaches and Advisors (both staff and non-staff)
- Anyone who takes students off of school grounds

### WHEN:

#### Coursework:

- Every 4 years (2022-2023, 2026-27, 2030-31, etc.)
- Upon hire

#### Skill Competency Checks:

- Yearly and as needed
- Upon hire
- Arrange a time to meet with your building nurse for the annual skill competency check-off. Depending on the student and/or medication, training may need to occur more often than annually.

### WHERE:

Webinars available on district computers or this can be completed at home.

### HOW:

Complete the following Coursework; **3 online quizzes will need to be completed:**

- Go to : <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>
- Scroll down and complete the training videos and quizzes for:
  1. **Emergency Epinephrine Video and online quiz**; Email results to your building nurse\*
  2. **Inhaler (Rescue) Video and online quiz**; Email results to your building nurse\*
- Go to: [https://media.dpi.wi.gov/sspw/av/bmap/story\\_html5.html](https://media.dpi.wi.gov/sspw/av/bmap/story_html5.html)
- Click on Oral under the Outline Tab on left hand side of page and complete:
  3. **Oral slides and online quiz**; Email results to your building nurse\*
    - The following sections are very beneficial to review under this link:
      - Basic
      - Documentation
      - Confidentiality
      - 5 R's
      - Medication Errors
      - Administering Medications
      - Medication on Field Trips

*Some staff may need to complete the Glucagon, Rectal Diastat or other specific training according to your students' needs.*

\*Building Nurse Email: HHS: [tyrnic@holmen.k12.wi.us](mailto:tyrnic@holmen.k12.wi.us) HHS coaches, advisors: [maulau@holmen.k12.wi.us](mailto:maulau@holmen.k12.wi.us) HMS/TMT/HMS coaches, advisors: [wedang@holmen.k12.wi.us](mailto:wedang@holmen.k12.wi.us) EVG/PV: [koktip@holmen.k12.wi.us](mailto:koktip@holmen.k12.wi.us) SL/VIK/4K/EC [hanemi@holmen.k12.wi.us](mailto:hanemi@holmen.k12.wi.us) Project Bridge, Live, Search/ACE: [maulau@holmen.k12.wi.us](mailto:maulau@holmen.k12.wi.us)