

EMERGENCY MEDICATION ADMINISTRATION DELEGATION

DECISION TREE

Criteria for the Delegation of Emergency Medication Administration	Answer the following questions:		Action to take if answer is negative:
Delegation is a nursing act distinct from teaching, supervising, consulting, and advising.	Consider your role in your employment position. Do you have the authority to determine if emergency medication administration is delegated and to whom?	→ NO →	Consider the roles of teaching and supervising without nursing delegation. Is this parental designation or administrative assignment? Contact Board of Nursing (BON) for concerns.
↓ YES ↓			
When determining whether to delegate, the School Nurse should review the state's Nurse Practice Act to determine if there are restrictions to delegating emergency medication administration.	Does your state's Nurse Practice Act allow for the delegation of emergency medication(s)?	→ NO →	Do not delegate.
↓ YES ↓			
Before delegating, the School Nurse should be aware of delegation rules and processes including the five rights of delegation: the right task, the right person to whom the delegation is made, the right circumstances, the right direction and communication by the School Nurse and the right supervision and evaluation.	Have you educated yourself on the delegation rules and process in general?	→ NO →	Do not delegate. Review State Board of Nursing Delegation Rules. Review delegation resources: NASN, ANA, etc. Consider delegation after you have sufficient knowledge of the process.
↓ YES ↓			
The decision on whether to delegate should be based on the determination of the School Nurse, who has personally assessed the patient's condition, so that delegation can be performed without jeopardizing the student's welfare.	It is your responsibility to assess the situation to the extent your professional judgment determines needed. Did you assess that the emergency medication administration can be delegated without jeopardizing the student's welfare?	→ NO →	Do not delegate. If the situation / assessment later changes, then may consider delegation.
↓ YES ↓			
Administration of emergency medication must be within the area of responsibility, scope of practice.	Is administration of emergency medication within your responsibility and scope of practice?	→ NO →	Do not delegate if emergency medication administration is not in your responsibility and scope of practice.
↓ YES ↓			
The School Nurse is competent to administer the emergency medication(s) that is being delegated.	Is the School Nurse competent to administer the emergency medication(s) that is being delegated?	→ NO →	Do not delegate the administration of the emergency medication if you are not competent in the task yourself; take measures to gain competency. May then consider delegation.
↓ YES ↓			

The School Nurse shall delegate to another only those nursing tasks for which that person has the necessary skills and competence to accomplish safely. In maintaining accountability for the delegation, the School Nurse shall ensure:

That the unlicensed assistive personnel (UAP) has the education and demonstrated competency to perform emergency medication administration.;	This often means you are providing the education and are responsible for the content of the education. The UAP demonstrates competency by showing you how to administer the emergency medication, explaining back to you and/or you observe them doing the medication administration (this can be accomplished with the use of training devices). <i>Has the UAP demonstrated competency to you to perform the emergency medication administration?</i>	→ NO →	Do not delegate. If the UAP later is adequately educated and shows competency, consider delegation.
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↓ YES ↓

Administration of emergency medication is consistent with the UAP's job description;	<i>Does the UAP's job description allow for the administration of emergency medication?</i>	→ NO →	Do not delegate.
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↓ YES ↓

Administration of emergency medication is consistent with the UAP's job description;	<i>Will the UAP be able to perform the administration of emergency medication and not be in unmanageable conflict with their other job duties (i.e. do they have the time and proximity needed)?</i>	→ NO →	Do not delegate. If circumstances change for that UAP or another UAP is better available, consider delegation.
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↓ YES ↓

Student's needs match the UAP's qualifications, available resources, and appropriate supervision;	<i>Is the UAP willing to administer emergency medication?</i>	→ NO →	Do not delegate. Identify alternative UAP.
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↓ YES ↓

Student's needs match the UAP's qualifications, available resources, and appropriate supervision;	<i>Can the student needs be met by a qualified UAP given the amount of resources available for adequate teaching and supervision of that UAP by you?</i>	→ NO →	Do not delegate. If resources are adequate later, consider delegation.
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↓ YES ↓

Results of the emergency medication administration are reasonably predictable;	<i>Is there a typical outcome from the administration of emergency medication?</i>	→ NO →	Do not delegate. If circumstances change later (research or history has later shown predictability) consider delegation.
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↓ YES ↓

The administration of emergency medication does not require clinical reasoning, nursing judgment, or critical decision making;	<i>Can the emergency medication administration be completed by following a set procedure or clear algorithm without independent decision making?</i>	→ NO →	Do not delegate.
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↓ YES ↓

Student's health needs and circumstances of the delegation are such that the administration of emergency medication poses minimal risk to the student;	<i>Is the student condition sufficiently stable--so that when the emergency medication administration is completed by following a set procedure or clear algorithm the student is not at undue risk?</i>	→ NO →	Do not delegate.
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↓ YES ↓

The emergency medication administration can be safely performed according to clear and exact directions and guidelines that are clearly communicated;	<i>Have you given the UAP clear directions and guidelines?</i>	→ NO →	Do not delegate. Consider delegation if clear directions and guidelines can be / are given.
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↓ YES ↓

School policies allow for the delegation of emergency medication.	<i>Are there supportive policies or procedures?</i>	→ NO →	Do not delegate. Consider delegation when policies and/or procedures are present.
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↓ YES ↓

The UAP follows each written facility policy or procedure when performing the delegated task;	Have you instructed the UAP and verified their compliance of emergency medication administration policy/medication administration policy and any other related policies/procedures?	→ NO →	Do not delegate. Consider delegation when the UAP has been instructed on them and you verify they will follow.
↓ YES ↓			
Those to whom emergency medication administration is delegated are properly supervised by monitoring performance, progress, and outcomes;	Are you able to supervise the UAP to the degree you determine is needed given the situation?	→ NO →	Do not delegate. If you later have the resources to provide adequate supervision, then reconsider delegation.
↓ YES ↓			
Evaluation of the effectiveness of the delegation;	When you supervised, did you evaluate the effectiveness of delegation?	→ NO →	Withdraw delegation if identified problems cannot be remedied
↓ YES ↓			
Follow-up on problems and intervention and revision of the plan of care as needed;	Are you able to remedy any identified problems by re- instruction, increased supervision or revising the plan of care?	→ NO →	Withdraw delegation if identified problems cannot be remedied
↓ YES ↓			
The observation and communication of the outcomes of the delegated emergency medication administration; and	This is part of supervision and the frequency is determined by your assessment of the emergency medication administration and situation. Are you able to and have you observed the outcomes of emergency medication administration and provided the UAP with ongoing communication?	→ NO →	Do not delegate emergency medication administration if you are unable to observe and communicate outcomes adequately.
↓ YES ↓			
Documentation of the emergency medication administration.	Have you set up a documentation system for the emergency medication administration and instructed the UAP to use it?	→ NO →	Do not delegate. Consider delegation when documentation processes are in place.

*Adapted from *Montana school nurse delegation decision tree* by Montana School Nurse Association.

References:

- American Nurses Association. (2012). *Principles of delegation*. Silver Spring, MD: Nursesbooks.org.
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