

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: ASSISTANCE WITH MEDICATIONS TRAINING

CATEGORY: MEDICAL SERVICES

Policy

It is the policy of The Idaho Department of Juvenile Corrections (IDJC) that all [Unlicensed Assistive Personnel](#) (UAP) who are delegated the task of assisting with the administration of prescription and over-the-counter medication are appropriately trained. Only staff that has been certified as a trainer in a state approved Assistance with Medications Course may provide training and certification to IDJC non-medical staff.

When necessary, UAP may be delegated to perform nursing care services beyond their usual and customary roles under the direction and oversight of licensed medical staff. Decisions concerning delegation to a UAP will be determined in accordance with the provisions outlined in the Idaho Administrative Code, IDAPA 23.01.01.400 and Board of Nursing Rules.

UAP are prohibited from performing any licensed medical staff roles that are specifically defined in Idaho Code § 54-1402, and those that require: nursing assessment or diagnosis; establishment of a plan of care or teaching; the exercise of nursing judgment; or procedures requiring specialized nursing knowledge, skills, or techniques.

UAP are personally accountable and responsible for their actions when completing delegated tasks. UAP must ensure they have taken an approved Assistance with Medication course. UAP must not accept delegation of any task they have not been trained for and do not feel competent to perform. UAP may not re-delegate a delegated task.

Operating Procedures

I. Unlicensed Assistive Personnel (UAP) Training Requirements

IDJC staff that has successfully completed an approved Assistance with Medication Training may be designated as UAP and assist in the delivery of medications to juveniles. The Assistance with Medication training is a one-time class and confirmation of certification with a board-approved course at another facility will be accepted as completion of the course. All training records and/or certificates will be maintained by the [facility health authority \(FHA\)](#) and/or the IDJC Training Coordinators.

Competency of staff will be monitored and documented on the Unlicensed Assistive Personnel Competency Checklist (DJC-226) form and, if needed, a refresher can be required at the request of licensed medical staff.

- A. The FHA will ensure training is provided for all delegated tasks. The following training requirements apply to all UAP. The training program may include, but is not limited to, all of the following:
 - 1. Written objectives which describe the expected outcomes for the learner and which can be evaluated by oral or written examination and by clinical demonstration of competency or application;
 - 2. Incorporate learning experiences appropriate to the stated objectives;
 - 3. Be conducted by licensed registered nurses and other licensed professionals including but not limited to: physicians, pharmacists, psychologists, social workers, and dieticians;
 - 4. Include an evaluation mechanism to determine the effectiveness of the program; and
 - 5. Address the general UAP curriculum content areas set for in the IDAPA 23.01.01.681.04., Board of Nursing Rules.
- B. The UAP will be required to take a yearly refresher training in TrainCaster to continue to assist with passing medications.
- C. The FHA, or designee, will monitor the UAP for competence in the performance of the specific task being considered for delegation and provide additional training as needed.

II. Delegation of Assistance with Medications

- A. UAP may be delegated to assist with medications under the direction and supervision of licensed medical staff.
- B. Assistance with medications may include breaking a scored tablet, crushing a tablet, instilling eye, ear, or nose drops, giving medication through a pre-mixed nebulizer or gastric (non-nasogastric) tube, assisting with oral or topical medications, and with certain injectable medications (with additional training).
- C. Prior to delegating an assigned task of Assisting with Medications (AWM) for juveniles, the following conditions must be met.
 - 1. The UAP has completed a Board-approved training program and holds a card verifying attendance at the eight (8) hour Assistance with Medications Course;

2. The act has been delegated by a licensed medical staff;
3. Written and oral instructions have been given to the UAP by a licensed medical staff concerning the reason for the medication, the dosage, expected effects, adverse reactions or side effects, and actions to take in an emergency;
4. The medication is in the original pharmacy-dispensed container with a proper label and directions or in an original over-the-counter container or the medication has been removed from the original container and placed in a unit container by a licensed medical staff;
5. Proper measurement devices must be available for liquid medication that is poured from a pharmacy dispensed container;
6. Inventories of narcotics must be maintained; and
7. Any medication dosages not taken and the reason thereof are recorded and reported to Licensed Medical Staff. Refer to, Informed Consent and Right to Refuse Treatment (837) policy/procedure.

III. Confidentiality

All health information obtained in the course of serving as UAP will be treated as confidential, in accordance with state and federal law including Health Insurance Portability and Accountability Act (HIPAA). Refer to Health Information/Privacy (843) policy/procedure.

Reference: [Glossary of Terms and Acronyms](#)
 [Health Insurance Portability and Accountability Act \(HIPAA\)](#)
 [IDAPA 23- Board of Nursing Rules](#)
 [Idaho Code](#)

Desk manual: *None*

Related Policies: [Health Information/Privacy \(843\)](#)
 [Informed Consent and Right to Refuse Treatment \(837\)](#)
 [Training Requirements \(665\)](#)

Related Forms: [Unlicensed Assistive Personnel Competency Checklist \(DJC-226\)](#)