

Medication Logs

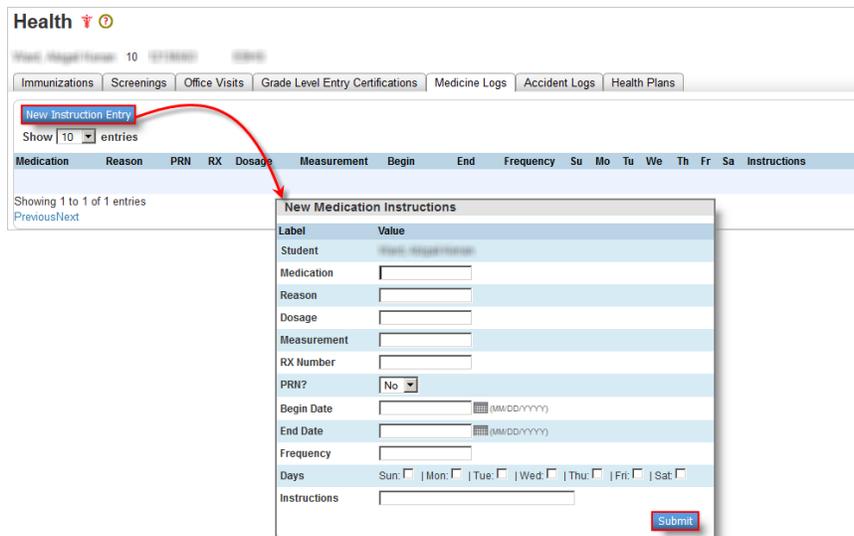
Use the Medicine Log page to record any medication given to students. A new Instruction record must be entered *prior* to a new Log record.

Adding a New Instruction Entry Record

To add a new Instruction Entry record for a student:

Navigation: Start page > Select Student > **Health** > **Medicine Logs** tab

1. Click the **New Instruction Entry** button.
2. Enter the appropriate medication instructions for the student. Refer to the following table for fields and their descriptions.



New Medication Instructions	
Field	Description
Medication	Enter the medication name.
Reason	Enter the reason for the medication.
Dosage	<i>Required.</i> Enter the dosage amount.
Measurement	<i>Required.</i> Enter the measurement of the dosage, i.e. pills, units, mg, etc.
RX Number	Enter the prescription number.
PRN?	<i>Required.</i> Select 'Yes' from the PRN? drop down menu, if this medicine can be give as needed. Note: PRN stands or "Pro re nata" which means as needed.
Begin Date	Enter the date or use the Calendar menu to indicate when the student will <u>begin</u> taking the medication.
End Date	Enter the date or use the Calendar menu to indicate when the student will <u>stop</u> taking the medication.

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New Medication Instructions	
Frequency	Enter how often the student takes the medication while at school (for example, twice a day, daily, once a week, and so on). Frequency field is limited to 11 characters.
Days	Select the days of the week when the student is in school. You could select Monday through Friday, or possibly Saturday if the student attends school on Saturday.
Instructions	Enter any additional information.

New Medication Instructions	
Label	Value
Student	John Doe
Medication	Adderall
Reason	ADHD
Dosage	10
Measurement	mg
RX Number	1234567
PRN?	No
Begin Date	8/25/2014 (MM/DD/YYYY)
End Date	6/10/2015 (MM/DD/YYYY)
Frequency	Daily
Days	Sun: <input type="checkbox"/> Mon: <input checked="" type="checkbox"/> Tue: <input checked="" type="checkbox"/> Wed: <input checked="" type="checkbox"/> Thu: <input checked="" type="checkbox"/> Fri: <input checked="" type="checkbox"/> Sat: <input type="checkbox"/>
Instructions	Administer daily before lunch.
<input type="button" value="Submit"/>	

3. Click **Submit**.

Editing an Existing Instruction Entry Record

To edit a new Instruction Entry record for a student:

Navigation: Start page > Select Student > **Health** > **Medicine Logs** tab

1. Locate the existing instruction entry record to edit and click the **Edit** button.
2. Enter the appropriate medication instructions for the student. Refer to the [Medication Instructions Table](#) on page 1 for fields and their descriptions.

Note: If the End Date is changed to a date greater than or equal to Current date, the **Medication** and **Reason** fields are highlighted in **bold**. This indicates an active record. If the End Date is before Current Date, the entry will no longer be in bold.

Medication	Reason	PRN	RX	Dosage	Measurement	Begin	End	Frequency	Su	Mo	Tu	We	Th	Fr	Sa	Instructions
Adderall	ADHD	N	1234567	10	mg	08/25/2014	06/10/2015	Daily	Y	Y	Y	Y	Y	Y		Administer daily before lunch. <input type="button" value="Edit"/>

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Medication Information

Adding a New Log Entry

A New Log entry is entered *after* a New Instruction Entry Record is entered. Refer to the [Adding a New Instruction Entry Record](#) section on page 1.

Navigation: Start page > Select Student > **Health** > **Medicine Logs** tab

1. Click the **New Log Entry** button. Use the following table to enter information in the **New Medication Log**.

New Medication Log	
Field	Description
Medication	Use the drop-down menu to select the medication you are administering. Note: You will only be able to fill this out if the medication begin date and end date include the date you are entering the medication log.
Sched Date	The system will automatically enter today's date. Click on the calendar to enter another date, as needed.
Time	The system will automatically enter the current time. You can make a change by clearing the time and entering the appropriate time.
Person	The system will auto-populate the person logged in to the system.
Dosage	<i>Required.</i> Enter the dosage amount. This is a required field to show a new log entry. Note: The Dosage measurement will match the Measurement field under the New Medication Instructions Table on page 1.
Dosage Taken	Enter the dosage taken
Dosage Waste	Enter any dosage not taken

Medication Information

New Medication Log	
11381	
Student	[Redacted]
Medication	Adderall ▾
Sched Date	8/27/2014 <input type="text"/> (MM/DD/YYYY)
Time	10:48:54 <input type="text"/>
Person	[Redacted]
Dosage	1 <input type="text"/> mg
Dosage Taken	1 <input type="text"/> mg
Dosage Waste	0 <input type="text"/> mg
<input type="button" value="Submit"/>	

2. Click **Submit**.

Editing or Deleting an Existing Log Entry

Although you cannot delete an incorrect record after the next calendar day, utilize the steps detailed under the [Editing an Existing Instruction Entry Record](#) section on page 2 to make corrections to an existing record.

Medication Information

Medicine Administration Reports

To run a Medicine Instruction Entry/Report:

Navigation: Start page > Special Functions > North Carolina Special Functions section > Medicine Administration

The screenshot shows the HOME BASE NC STUDENT INFORMATION SYSTEM interface. The left sidebar contains a menu with categories: Functions, Reports, and People. Under Functions, 'Special Functions' is highlighted with a red box. A red arrow points from this box to the 'Medicine Administration' link in the 'North Carolina Special Functions' section of the main content area. Another red arrow points from the 'Medicine Administration' link to a secondary window titled 'Medicine Administration' which displays a table of functions.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
North Carolina Special Functions	
AIG Student Listing	Display a list of all students currently associated with an AIG Program in this school.
Load PMR Defaults	Automatically create default PMR intervals (20) for schools with valid calendars in the cu
Medicine Administration	Perform Medicine Administration Functions

Function	Description
Medicine Instruction Entry/Report	Input and Report on medicine dosages students must take.
Medicine Log Entry/Report	Input and Report on student visits for medication

Running a Medicine Instruction Entry/Report

The screenshot shows the 'Medication Instructions' interface. It features a 'Filter' section with three rows: 'Student' with a dropdown menu set to 'ALL', 'Date Range' with two date input fields set to '7/30/2014' and '7/30/2014', and 'PRN Medication' with a dropdown menu set to 'Show PRN with others'. A 'Filter' button is located to the right of these fields. Below the filter section is a 'New Instruction Entry' button and a table of medication instructions.

Student	Medication	Reason	PRN	RX	Dosage	Measurement	Begin	End	Frequency	Su	Mo	Tu	We	Th	Fr	Sa	Instructions
		1		N	30		01/06/2009	0/0/0									

1. Use the **Filter** section to narrow the list of Medicine Instruction entries.
2. To search additional Medication information on a student listed in the results, follow the instructions listed under the [Editing an Existing Instruction Entry Record](#) section on page 2.

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Running a Medicine Log Entry/Report

The screenshot shows a web interface titled "Medicine Log". It features a "Filter" section with a dropdown menu for "Student" set to "ALL" and a "Date Range" section with input fields for "01/01/2013" and "7/30/2014", separated by "to". A "Filter" button is located to the right of the date range. Below the filter section is an "Enter New Record" button. At the bottom, a table header is visible with columns: Student, Medication, Date, Time, Person, Medication Taken, and Medication Wasted.

1. Use the **Filter** section to narrow the list of Medicine Instruction entries.
2. To search additional Medication information on a student listed in the results, follow the instructions listed under the [Editing an Existing Instruction Entry Record](#) section on page 2.

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