



Administration Of Medications & Fluids By Students Procedure

Procedure Number
WCDHB-PN-0038

Version Nos:
6

1. Purpose

This Procedure is performed as a means of ensuring the safe administration of therapeutic medication and fluid to patients in accordance with all legislative and regulatory requirements.

2. Application

This Procedure is to be followed by all nursing students and their lecturers throughout the West Coast District Health Board (WCDHB).

3. Definitions

For the purposes of this Procedure:

Direct Physical Supervision

The Registered Nurses/Registered Midwives and Lead Maternity Carers (RNs/RMs/LMCs) Clinical Lecturer is required to be physically present to supervise the student at all stages of medication/fluid management this includes:

- preparation,
- checking and identification of the patient
- administration,
- must counter sign the student's signature on the patient's drug chart to verify that they have done so.

The RNs/RMs/LMCs Clinical Lecturer remains legally responsible for any medication or fluid administration by a student.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by a:

- All RNs/RMs/LMCs practicing within the WCDHB.
- All Students of Nursing/Midwifery on clinical placement within the WCDHB
- All Clinical Lecturers associated with Students of Nursing/Midwifery.

5. Resources Required

This Procedure requires:

- i) prescribed medication;
- ii) prescription/patient medication chart/sheet

6. Process

1.00 General Considerations And Responsibilities For All Staff And Students In Fluid And Medication Management

- 1.01 The RN/MC/LMC supervising the student takes full responsibility for the administration of all fluid and medications



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- 1.02 Students of Nursing/Midwifery are to be under the direct physical supervision of the RN/RM throughout the preparation and the administration of all fluid and medications (as per the above policy definition and under the requirements of the NCNZ/MCNZ Scopes of Practice).
- 1.03 All students who are invited to administer medication or fluids or be a second checker can request not to be involved if they are unsure about the IV fluid and medication checking/preparation and/or administration requirements.
- 1.04 Students of Nursing/Midwifery are not permitted to act as “Second Checker” until they have had theoretical input and passed a “Drug Calculation Competency”.
- 1.05 A “Drug Calculation Competency” is assessed by the education institution and a record of the competency is held by their Clinical Lecturer or course leader and is available on request.
- 1.06 At all times the RN/RM may request another RN/RM to be involved in any stage of Fluid and Medication management.
- 1.07 Where an activity is restricted, the RN/RM who is supervising the student should ensure that the student understands the reason for the restriction and has the opportunity to participate in related care as a learning experience. E.G., reconstituting medications, phlebitis score assessment, patient monitoring following IV opioids or blood administration.
- 1.08 Any Student checking/administering Controlled or Recorded drugs (as per tables below) must sign the register and record their name AND designation on the signatory sheet in that and every subsequent register.
- 1.09 **All students** are permitted to stop an IV fluid/medication administration in the following instances:
- extravasations
 - allergic reactions
 - when the infusion has run through/been disconnected/or air in line
- 1.10 Where there is a WCDHB requirement for further competency/training in modalities e.g. Cytotoxic or Entonox administration, the RN/RM and student will be guided by that policy.
- 1.11 **The RN/RM/LMC/Clinical Lecturer is required to be physically present to supervise the student at all stages of medication/fluid management.**

2.00 Bachelor of Nursing Students Considerations And Responsibilities

- 2.01 Bachelor of Nursing students are permitted to participate in Fluid and Medication checking, preparing and/or administration as outlined in the following tables after they have successfully completed the relevant Schools of Nursing Fluid and Medication Management Workbooks and Clinical Calculation Tests and can provide evidence of completion of these (Refer below for students who have not successfully completed these requirements).



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- 2.02 The Schools of Nursing are responsible for informing the Associate Director of Nursing for Clinical Practice Development or CNM/Unit Manager in writing of any student who has not passed their clinical course requirements (i.e. Clinical Calculations test and Fluid and Medication Workbook) prior to the students clinical start date. These students cannot be responsible for any Fluid or Medication Management until they have successfully completed this.
- 2.03 Students must only check fluid and medications with their allocated RN, for their own patients.

(See Bachelor of Nursing Student Fluid and Medication Administration Table in Guidelines Section Of This Procedure)

3.00 CPIT Competency Assessment Programme (CAP) for Registered Nurses (RN's)

- 3.01 RNs who are undertaking the CAP must meet the same requirements and may check and administer Fluid and Medications as per Bachelor of Nursing (BN) policy for Year 3 Part B Students above (i.e. After successful completion of CPIT BNTR701 (or equivalent) Fluid and medication Management Workbook and Clinical Calculations Tests).

4.00 Diploma in Enrolled Nursing (Enrolled Nurse) Students Considerations And Responsibilities

- 4.01 The Diploma in Enrolled Nursing (Enrolled Nurse) student is permitted to participate in the fluid and medication checking, preparing and/or administration as outlined in the following tables after they have successfully completed the relevant CPIT Fluid and Medication Management Workbook and Clinical Calculations Test and can provide evidence of completion.
- 4.02 Students must only check medications with their allocated RN for their own patients.
- 4.03 The RN/RM/LMC/Clinical Lecturer is required to be physically present to supervise the student at all stages of medication/fluid management e.g. preparation, checking, identification of the patient and administration, and must counter sign the student's signature on the patient's drug chart to verify that they have done so.

(See Diploma in Enrolled Nursing (Enrolled Nurse) Student Fluid and Medication Management Table in Guidelines Section Of This Procedure)

5.00 CPIT Competency Assessment Programme (CAP) for Enrolled Nurses (ENs)

- 5.01 ENs who are undertaking the CAP must meet the same requirements and may check and administer Fluid and Medications as per Diploma in Enrolled Nursing (DEN) policy above (i.e. after successful completion of CPIT DN Fluid and Medication Management Workbook and Clinical Calculations Test)



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6.00 Clinical Lecturer Considerations

- 6.01 As Registered Nurses with a current Annual Practicing Certificate clinical lecturers are able to check and administer medications with students (with the exception of IV fluids/medications unless WCDHB IV Certified or for modalities that require further competencies/training).
- 6.02 Any queries or area specific requirements related to this should be discussed first with the CNM or Nurse in Charge of the ward/unit.

7. Precautions And Considerations

- ➔ The RN/MC/LMC supervising the student takes full responsibility for the administration of all fluid and medications
- ➔ Students of Nursing/Midwifery are to be under the direct physical supervision of the RN/RM throughout the preparation and the administration of all fluid and medications

8. References

- CDHB Volume 12 Fluid and Medication Manual Student Responsibilities (Used with permission from CPIT Clinical Manager and CDHB)
- Reviewed and Developed with CPIT Clinical Manager, WCDHB Clinical Nurse Educators and Acting Associated Director of Nursing Clinical Practice Development

9. Related Documents

- WCDHB Administration of Medications
- WCDHB Controlled Drugs Procedure
- WCDHB Emergency Orders and Verbal Orders Procedure
- WCDHB Medication Errors Procedure
- WCDHB Medication For On-Leave Patients Procedure
- WCDHB Medication Policy
- WCDHB Nurse Initiated Medication Procedure
- WCDHB Nursing Standards
- WCDHB Practice Development Programme
- WCDHB Refusal of Medications by Patients Procedures
- WCDHB Self-Medicating Patients
- WCDHB Storing and Labelling Medications Procedure
- WCDHB Use of Traditional and Alternative Medications Procedure



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Bachelor or Nursing Student Fluid and Medication Administration Table (Under the direct supervision of a RN)

Key ✓ = can administer medications or fluids under the direct supervision of a RN
 X = cannot check or administer medications or fluids (observation role only)
 2nd checker only = can check with a RN but not administer medications or fluids

	BN Year One (Parts A & B)	BN Year Two (Part A) After successful completion of CPIT BNKN601 (or equivalent) Fluid & Medication Workbook and Clinical Calculations Test	BN Year Two (Part B) After successful completion of CPIT BNKN602 (or equivalent) Fluid & Medication Workbook and Clinical Calculations Test	BN Year Three (Part A) After successful completion of CPIT BNKN700 (or equivalent) Fluid & Medication Workbook and Clinical Calculations Test	BN Year Three (Part B) After successful completion of CPIT BNTR701 (or equivalent) Fluid & Medication Workbook and Clinical Calculations Test
Controlled drugs					
Oral/Topical	X	X	2 nd checker only	2 nd checker only	✓
IM	X	X	2 nd checker only	2 nd checker only	✓
SC	X	X	2 nd checker only	2 nd checker only	✓
IV	X	X	X	X	X
Intra nasal	X	X	X	X	X
Recorded Drugs					
Oral	X	✓	✓	✓	✓
IM	X	2 nd checker only	✓	✓	✓
IV	X	X	X	X	✓
IV Medications (except Insulin/Heparin/Controlled Drugs)					
	X	X	2 nd checker only	2 nd checker only	✓
IV Infusions					
Premix solution bags	X	X	2 nd checker only	2 nd checker only	✓
Premixed KCL bags	X	X	2 nd checker only	2 nd checker only	✓
Flushing of cannula with N/saline	X	X	✓	✓	✓



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Sub cut					
Insulin injections	X	✓	✓	✓	✓
Anti Coagulant injections	X	X	✓	✓	✓
Premixed solution bags	X	✓	✓	✓	✓
Oral, Rectal, Eye Topical, IM (refer also to Controlled and Recorded Drugs)					
All of the above routes	X	✓	✓	✓	✓
Inhaled Medications					
MDI's, O2, Nebs	X	✓	✓	✓	✓



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Other Fluid and Medication responsibilities					
Priming of lines	X	X	✓	✓	✓
IV Blood and Blood Products	X	X	X	X	2 nd checker only
IV bolus or infusion of Heparin, KCL or insulin	X	X	X	X	X
PCA/Epidural/Nitrous Oxide	X	X	X	X	X
Cytotoxic Oral/IV	X	X	X	X	X
Any administration through a PICC/CVC/Portacath/Hickman/Tenkoff Catheter/AV fistula					

Responsibilities with Fluid and Medication devices	
Sub Cut needle insertion	From Year 3 Part B under direct supervision by a RN
Sub Cut needle removal	From Year 2 Part A under direct supervision by a RN
IV Cannula removal	From Year 2 Part B under direct supervision by a RN
IV sit dressing	From Year 2 Part B under direct supervision by a RN
PICC/CVAD dressing	No
Venepuncture/Blood Sampling – IV or Arterial/Cannulation	No



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Diploma in Enrolled Nursing (Enrolled Nurse) Student Fluid and Medication Management Table (Under the direct supervision of a RN)

Key ✓ = can administer medications or fluids under the direct supervision of the RN preceptor
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 2nd checker only = can check with RN preceptor but not administer medications or fluids

	<u>Diploma in Enrolled Nursing</u> Course: NURS405 <u>Foundation</u> No fluid and medication responsibilities Course: NURS502 <u>EN Practice – Acute Care</u> After successful completion of CPIT Diploma in Enrolled nursing Fluid and Medication Management Workbook and Clinical Calculations Test	<u>Diploma in Enrolled Nursing</u> Course: NURS503 <u>EN Practice – Mental Health</u> After successful completion of CPIT Diploma in Enrolled nursing Fluid and Medication Management Workbook and Clinical Calculations Test	<u>Diploma in Enrolled Nursing</u> Course: NURS501 <u>EN Practice – Rehabilitation</u> After successful completion of CPIT Diploma in Enrolled nursing Fluid and Medication Management Workbook and Clinical Calculations Test	
Controlled drugs				
Oral/Topical	X	2 nd checker only	2 nd checker only	2 nd checker only
IM	X	2 nd checker only	2 nd checker only	2 nd checker only
SC	X	2 nd checker only	2 nd checker only	2 nd checker only
IV	X	X	X	X
Intra nasal	X	X	X	X
Recorded Drugs				
Oral	X	✓	✓	✓
IM	X	✓	✓	✓
IV	X	X	X	X



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IV Medications (except insulin/heprin)				
	X	X	X	X
IV Infusions				
Premix solution bags	X	X	X	X
Premixed KCL bags	X	X	X	X
Flushing of cannula with N/saline	X	X	X	X
Sub Cut				
Insulin injections	X	✓	✓	✓
Anti Coagulant injections	X	✓	X	✓
Premixed solution bags	X	X	X	X
Oral, Rectal, Eye, Topical, IM				
Oral medications	X	✓	✓	✓
Rectal medications	X	✓	✓	✓
Eye medications	X	✓	✓	✓
Topical medications	X	✓	✓	✓
IM Medications (see above re: controlled and recorded drugs)	X	✓	✓	✓
Inhaled Medications				
MDI's, O2, Nebs	X	✓	✓	✓



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 2nd checker only = can check with RN preceptor but not administer medications or fluids

Other Fluid and Medication Responsibilities				
Priming of lines, connecting IV tubing, programming electronic pumps	X	X	X	X
IV Blood and Blood Products	X	X	X	X
IV bolus or infusion of Heparin, KCL or insulin	X	X	X	X
PCA/Epidural/Nitrous Oxide	X	X	X	X
Cytotoxic Oral/IV	X	X	X	X
Any administration through a PICC/CVC/Portacath/Hickman/Tenkoff Catheter/AV fistula	X	X	X	X
Responsibilities with Fluid and Medication devices				
Sub Cut needle insertion	No	No		
Sub Cut needle removal	No	Yes under direct RN supervision	Yes under direct RN supervision	Yes under direct RN supervision
IV Cannula Removal	No	Yes under direct RN supervision	Yes under direct RN supervision	Yes under direct RN supervision
IV site dressing	No	No	No	No
PICC/CVAD dressing	No	No	No	No
Venepuncture/Blood sampling – IV or Arterial Cannulation	No	No	No	No