

Medication Administration and Emergency Med training and testing

- What –
 - Annual medication administration training and testing for unlicensed school personnel - Regular and ER medication
 - All training will be done online through TRAIN Kentucky
 - www.train.org
 - www.train.org/ky/home (can be used if you previously trained and have your login)
 - All participants should take the course that covers both regular and emergency med distribution. (It's important for teachers to have the regular med distribution training to cover the requirements for field trips)
 - **Course number 1028202**
- Who –
 - All certified school staff
 - School office classified staff who are delegated to distribute medications
 - Other classified staff as needed such as HSC staff (check with principal)
 - Cafeteria managers and assistant managers
 - **(transportation department and custodial have different training arrangements)**
- When –
 - The online training is done at your convenience over the summer.
 - Testing (two tests)
 - Web-based assessment is completed online at the end of the course.
AND
 - (and) Applied Emergency Med testing will be done at each school location following the schedule at the bottom of this email.
 - Arrangements can be made for the few who are not available by this schedule.
 - **REQUIRED:** In order to test with the nurses you need-
 - to be present at the start time listed below. This is NOT a drop-in window.
 - a copy of the certificate of completion of course **1028202**
 - **ONE of the following:**
 - the transcript of the course showing your test results, OR
 - (or) you can print the email you receive that details your assessment results. Be careful that you print the assessment results NOT the course evaluation results (2 different emails).

- NOTE FOR NEW FOLKS: There are two tests. The first is the web-based test referenced above. Once you are able to provide nurses with documentation of success with that, you then take an applied test with the nurses at your school demonstrating your ability to administer the emergency meds. The nurses support this well with some face-to-face instruction before you test, so no stress!
- How –
 - Go to TRAIN website, www.train.org or if you know your login from previous years you can go directly to the TRAIN KY affiliated site at www.train.org/ky/home
 - Creating a new account is quick and easy.
 - Resetting your account if you don't have your previous password is quick and easy.
 - Registering for and taking the course
 - Savvy web users will likely be able to figure out how to navigate the site and access the course without my additional instructions. Following are some cautions and pointers.
 - Be certain you register for the correct course – similar courses have similar numbers.
 - Go to course catalogue (link in top ribbon on the TRAIN KY page) and type in the course code in the search window and click the magnifying glass. It will list the correct course.
 - If you want additional instructions these are available under Course Description, click on more+.
 - To start the course click on the green Launch button.
 - Once you have completed the course you'll access the assessment using the same green button. Note that the website will insist on you doing a course evaluation before it will let go of you.
 - Again, remember to get your documentation printed before you attend testing with nurses.
- Additional details
 - Classified staff can do the course by arrangement with their principal at school while clocked in or with the agreement of their principal, can submit a manual time clock adjustment form.
 - Certified staff do not receive PD credit for this requirement.
 - Those who have done the TRAIN KY course previously will find the website is updated and easier to work with. The course is unchanged from previous years so you might find it quick and easy.
 - I noticed that if I left the course then returned it did not save my progress but I could easily just click through the slides to return to where I left off.
- Additional help

- There is online help
- You probably have colleagues that have struggled with and tackled whatever problems you encounter - use your network.
- **Reach out to me, I'm happy to help!**

Nurse testing schedule (Please be alert to the possibility of schedule adjustments as we approach these dates, there's still just a couple challenges here.)

Date	Time	Location
7/30 Monday	3-5	AME
8/1 Wednesday	10-12	SCHS
8/1	12-2	GMS
8/1	1-3	SCMS
8/2 Thursday	9:30-11:30	NE
8/2	9-11	LME
8/2	1-3	SGE
8/2	3-5	EE
8/3 Friday	9-11	Pre
8/3	9-11	GE
8/3	12-2	RSMS
8/3	1-3	WE
8/6 Monday	11-1	SE
8/6	11-1	ECS