

<b>Nursing Student Medication Management</b>	
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<b>Applicable to:</b> Health NZ   Te Whatu Ora - Capital, Coast, Hutt Valley and Wairarapa	<b>Contact person:</b> Nurse Director Policy & Practice CCHV
<b>Document Owner:</b> Nurse Director Policy & Practice CCHV	<b>Senior Document Owner:</b> Chief Nursing Officer CCHV

## Purpose

To ensure Health New Zealand | Te Whatu Ora Capital, Coast and Hutt Valley Health Care Professionals, Tertiary Education Organisations and nursing students are aware of their responsibilities with medication preparation and administration. This will support clinical learning experiences in preparation for nursing registration.

## Scope

For the purpose of this document, Health Care Professionals (HCP) will refer to: All registered health professionals who are employed by Te Whatu Ora - Capital, Coast and Hutt Valley (CCHV) who have responsibilities in preparing and administering medication.

Enrolled and registered nursing students who are enrolled with a Tertiary Education Organisation (TEO) that has a Clinical Access Agreement with Te Whatu Ora CCHV Districts. These include Massey University, Te Pūkenga – Whitireia, Universal College of Learning, and Victoria University of Wellington.

## Definitions

Central Venous Access Device	Any venous catheter where the tip terminates in the superior/inferior vena cava.
Clinical Placement	The work-based experience and training undertaken within a Te Whatu Ora clinical setting by a student for the purpose of obtaining clinical learning experiences in connection with their training programme.
Direction	The active process of guiding, monitoring and evaluating the nursing activities performed by another.
Responsibility	The obligation and accountability that an individual assumes when undertaking activities due to their role and profession. Registered and enrolled nurses accept responsibility for ensuring their nursing practice and conduct meet the standards of professional, ethical and relevant legislative requirements.
Supervision	Supervision includes the monitoring, guiding and directing specific activities of a person who is working under the direction of another registered health care professional.

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Direct supervision is provided when the Registered Nurse is present, observes, works with, directs, and evaluates the outcome of an individual's performance of a task / activity related to aspects of patient care.

## Policy

During clinical placements, enrolled and registered nursing students will have opportunity to develop skills and knowledge relating to preparation and administration of medication. As they progress throughout their training programme they will be provided support to practice these skills under direct supervision of a HCP when they have successfully completed required learning.

## Roles and Responsibilities:

### Student nurses:

- **Where the below requirements are met, may prepare and administer medication only under the direct supervision of a HCP**
- **Cannot legally be the second checker when the medication or situation requires an independent double checking process by two HCP**
- Must successfully complete relevant education at their TEO before they participate in any aspect of fluid or medication management. Prior to completing this education they will only have an observational role
- Must comply with their TEO instructions regarding limitations on medicine administration
- Are expected to know the rights of medication administration and apply these to every event
- May decline to undertake a task if they do not feel confident enough to do so
- Are not permitted to take verbal or smart page orders
- In a medical emergency if a student is unable to be directly supervised they should have an observational role only
- If a student identifies an
  - Adverse reaction
  - Extravasation
  - When the infusion has finished/been disconnected/air in line
  - Other emergency situation
 They must call for assistance immediately
- **Enrolled and registered nursing students** may prepare and administer oral, sub-cutaneous and intramuscular medication once they have completed relevant TEO learning
- **Enrolled nursing students** do not participate in IV medication preparation or administration
- **Year Two registered nursing students and Year One Semester Two Masters nursing students:** must successfully complete the Aseptic Technique eLearning before participating in preparation of Intravenous (IV) fluid or medication

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- **Year three registered nursing students and Year Two Masters nursing students** (in this policy are treated the same): must successfully complete the CCHV IV & Related Therapies Assessment eLearning prior to participating in administration of IV fluid and therapies
- Year three students may participate in preparation and administration of medications via Central Venous Access Devices (CVAD) in a clinical placement where medications are regularly administered via that route. The HCP directly supervising the student must hold CVAD competency
- Year three students may participate in preparation and administration of blood and blood products. This must be under direct supervision of a certified HCP. In addition the bedside checking must be carried out by two certified HCP who remain responsible and accountable
- May have observational role only for arterial lines, cytotoxics, epidurals, tenkoff catheters and arteriovenous fistulas. An exception is made for students in ICU in their final PFR (Preparation for Registration) placement who may participate in arterial line management under direct supervision of a HCP
- Where area specific policies for student roles and responsibilities with fluid and medication management exist, they must be followed (eg. NICU)

**HCP:**

- **The HCP involved in direct supervision remains responsible and accountable for any medication, fluid or blood product preparation and administration by a nursing student and:**
- Must provide direct supervision of the student. This means they must be physically present and observing during all steps of the medication preparation, checking, patient identification and medication administration process
- Must be familiar with additional checking required for high risk medications
- For administration of high risk medication or blood and blood products, the 2<sup>nd</sup> HCP required for independent double checking of the medication and patient cannot be substituted by a student. Thus a student participating will be additional to two HCPs
- Must counter sign the student's signature on all medication charts
- May request another HCP to be involved in any stage of medication management
- Where there is a requirement for further competency/training the HCP and student will be guided by the relevant policy / guidelines and follow these
- May decline a student to participate in medication preparation or administration task if they have concerns regarding the safety of this. Where a medication cannot be administered by a student, the HCP overseeing the student should ensure that the student understands the reason for this and has the opportunity to participate in related care as a learning experience

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**Related Documents:**

[Safe Medicine Administration](#). Document ID: 1.964

[Generic intravenous \(IV\) and Related Therapies Certification Process](#). Document ID: 1.191

[Clinical Learning Experiences Policy](#). Document ID: 1.110

[Blood component and plasma product transfusion](#). Document ID: 1.369

**References:**

Institute for Safe Medication Practices. (2018). ISMP List of High-Alert Medications in Acute Care Settings

New Zealand Nurses Organisation. (2018). Guidelines for nurses on the administration of medicines. Wellington: New Zealand Nurses Organisation.

Nursing Council of New Zealand. (2022). Handbook for pre-registration nursing programmes.

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