



## Training Guidelines for Administering Non-Oral Medication

The purpose of the Pennsylvania Medication Administration Training Course is to provide training for unlicensed staff in community settings to properly administer oral medications to individuals that receive services in these settings.

Unlicensed staff will need additional training in order to administer medications that are not given orally.

Trainers need to document when any additional training has taken place. Any documents received at the completion of this training should be maintained. Providers may use their own documentation forms or utilize the documentation forms that are attached.

You may support individuals receiving some combination of the following types of medications through routes other than the oral route including but not limited to:

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| <ul style="list-style-type: none"> <li>● Injections               <ul style="list-style-type: none"> <li>○ Subcutaneous – Insulin                   <ul style="list-style-type: none"> <li>▪ Finger Stick for Blood Sugar</li> </ul> </li> <li>○ Subcutaneous</li> </ul> </li> <li>● Feeding tubes               <ul style="list-style-type: none"> <li>○ Nasogastric</li> <li>○ Gastrostomy</li> <li>○ Jejunostomy</li> </ul> </li> <li>● Inhalation               <ul style="list-style-type: none"> <li>○ Inhaler</li> <li>○ Nebulizer</li> <li>○ Rebreather</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Suppositories               <ul style="list-style-type: none"> <li>○ Vaginal</li> <li>○ Rectal</li> </ul> </li> <li>● Sublingual</li> <li>● Buccal</li> <li>● Translingual</li> <li>● Topical</li> <li>● Enema</li> <li>● Rectal Diazepam</li> <li>● Epinephrine Auto-injectors</li> </ul> |
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The table below shows the types of administration that require additional training, who should perform the training for each type of administration and how often retraining is required.

Type of Training	Who should perform the training?	Requirement for retraining
Diabetes and Insulin administration	Certified Diabetes Educator	Annually
<ul style="list-style-type: none"> <li>• Topical medications, transdermal patches, vaginally or rectally administered medications, eye medication, ear drops, nasal, sublingual, buccal, and translingual medications.</li> </ul>	<ul style="list-style-type: none"> <li>• Licensed health care professional <u>or</u></li> <li>• A certified trainer who has received training by a licensed health care professional</li> </ul>	Retraining is not required in a specific time frame but should be based on the specific needs of the individuals supported or the needs of the medication administrator. (Best practice should ensure that these routes of administration in addition to the oral routes are observed during the Annual Practicum when possible)
Feeding tubes, inhalation treatments, enemas, rectal diazepam, and subcutaneous injections	Licensed health care professional	Annually
Epinephrine auto injector	<ul style="list-style-type: none"> <li>• Licensed health care professional <u>or</u></li> <li>• A Certified CPR/First Aid instructor</li> </ul>	Every two years

**Please note:** a licensed health care professional can be a registered nurse, licensed practical nurse, physician, pharmacist, dentist, physician’s assistant, or a certified registered nurse practitioner.

**Important:** Refer to the appropriate PA Code for your particular setting for additional regulations and limitations, as some forms of medication may not be permitted to be administered by unlicensed personnel