



# JMC Medication Log Getting Started

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# Overview



Logging in, logging out

Ideal Setup

Edit Student Medications – Medications tab

Define Medications

Edit Student Medications – Inventory tab,  
including PRN medication administration

# Logging in, logging out

- ▶ As a matter of security and data privacy, log in when arrive at your desk, log out when you leave your desk – especially if you work with student medications and other private data (similar to what happens at a doctor's office)
- ▶ Do not allow others to enter data using your login as the records will be stamped inappropriately with your JMC username
- ▶ Everyone should log in with their own JMC username and password

# Practical Setup for Working with Student Medications Administration Tracking

- ▶ Have everything in one place
  - Medications to distribute
  - Computer for logging medication distributions
    - When you give a med, click it in (takes a matter of seconds)
  - Paper-based log (if used)
- ▶ Staff should log in, log out as they rotate through a shared station
- ▶ If more than one station is involved, make sure to refresh screens from time to time

# Edit Student Medications

## Medications Tab



Entering the medication for the student

- Add Row / Edit
- Select the med from webcombo box
  - Can select by typing all or part of medication name
  - Includes prescription strength

Medications | Inventory | Appointments

**Add Row** | **Print** | **Export**

# : 9

**Update** | **Cancel**

Not Specified - -

**Medication:**

Student no	Proprietary Name	Substance	Strength	Manufacturer
thi	Adderal 5	AMPHETAMINE ASPARTATE MONOHYDRATE;	1.25; 1.25; 1.25;	
	Adderal	AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE;	1.25mg/1; mg/1; mg/1;	Barr Laboratories Inc.
		DEXTROAMPHETAMINE SULFATE	mg/1	
		AMPHETAMINE ASPARTATE MONOHYDRATE;	1.25; 1.25; 1.25;	
	Adderal	AMPHETAMINE SULFATE;	1.25mg/1; mg/1; mg/1;	Top Select Brands

**Prescribing I**

**Prescribin**

**Comment:**

# Edit Student Medications



## Medications Tab

Entering the medication for the student  
(continued)

Selecting the med from webcombo box

- What if the medication is not listed?
- Can add User-defined meds
  - Define Medications (coming soon to a slide near you)

# Edit Student Medications

## Medications Tab

- ▶ Entering the medication for the student (continued)
- ▶ Specify the Threshold
  - What is a threshold? How low do you wish to allow the inventory for this medication to get before you contact the parents to bring more medication for the student

The screenshot shows the 'Medications' tab in the software. At the top, there are tabs for 'Medications', 'Inventory', and 'Appointments'. Below these are buttons for 'Add Row', 'Print', and 'Export'. The main form area contains the following fields:

- Buttons: Update, Cancel
- Medication: Adderall - AMPHETAMINE ASPARTATE MONOHYDRATE; AMPHETAMINE SULFATE; DEXTROAMPHETAMINE SACCHARATE; [
- Student no longer taking this medication:
- Entered By: JMCADMIN
- Original Entry Date: 2/15/2019
- Form:
- As Needed (PRN):
- Date Submitted: 2/15/2019
- Notification Threshold: 5 (highlighted with a red arrow)
- Pharmacy Name:
- Pharmacy Phone:
- Prescribing Doctor Name:
- Prescribing Doctor Phone:
- Prescribing Doctor Fax:
- Rx Number:
- Comment:

# Edit Student Medications



## Medications Tab

- ▶ Entering the medication for the student (continued)
- ▶ Remaining fields are optional (use at your discretion)
  - ▶ Pharmacy, Doctor information, Rx number...



# Define Medications

- ▶ Uses:
  - ▶ Homeopathic Remedies
  - ▶ Lotions
  - ▶ Cough Drops
  - ▶ Anything not in the FDA list
  - ▶ Different naming of something in the FDA list (e.g. amphetamine salts)

## Two Fields in Definition:

- Name
- Strength
  - Not used for inventory calculations
  - Basically a comment

# Edit Student Medications



## Inventory Tab

Use **Submit Doses** button to record medications brought in by the parent or student. This will add to a student's medication inventory.

# Edit Student Medications



## Inventory Tab

Use **Treatment(PRN)** button when a student is administered a medication as needed (PRN). This will subtract from a student's medication inventory.

# Edit Student Medications



## Inventory Tab

You can create daily appointments for all of your students in the Appointments tab on the Edit Student Medications page.

There is a very handy page in the med log called Medication Appointments for a Day that allows you to track daily medication appointments. This will be covered in the video called Med Log - Setting Up Appointments.

# Edit Student Medications



## Inventory Tab

Use **Other** button for various other actions related to the student's medications, such as:

- Lost
- Destroyed
- Returned to Parent
- Field Trip

These actions will subtract from a student's medication inventory.

# Edit Student Medications



## Inventory Tab

List in this tab shows all inventory-related activity

- Doses Submitted
- Treatments (PRN)
- Other
  - Lost
  - Destroyed
  - Returned to Parent
  - Field Trip

# Edit Student Medications



## Field Trips

To fully document medications given to a teacher for a field trip, you should use the **Other** button to document when the medication leaves the nurse's office for the field trip, then use the **Submit Doses** button to show when any unused medication was returned to the office.

# Resources

- ▶ Documentation Updates
  - ▶ Health Professionals Page
    - ▶ <http://jmcinc.com/index.php/health>
    - ▶ Includes PowerPoints, Documentation
    - ▶ Instructional Videos
  - ▶ Sign up for free web-based training
  - ▶ All resources will be updated on ongoing basis



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#### CURRENT BUILD DATE:

*NextGen: 1/11/19*

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#### News

JMC is has the medication log and medical emergency plan ready for use in the Health module.

#### Remote Technical Support



## HEALTH PROFESSIONALS

### RECENT PRESENTATIONS

JMC Health Webinar - Health Module Overview	PDF 8/13/2018	Video 09/05/2018
JMC Health Webinar - Medical Emergency Plan		Video 09/11/2018
JMC Health Webinar - Visit Log		Video 01/02/2019
JMC Health Webinar - Health History		Video 08/29/2018
JMC Health Webinar - Medication Log Best Practices	PDF 8/13/2018	Video 11/01/2018
JMC Health Webinar - Immunizations	PDF 8/13/2018	Video 01/23/2019

### DOCUMENTATION

Health Module Documentation	12/13/2018
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## JMC NEWS FOR HEALTH PROFESSIONALS

### JMC held its first ever Health Webinar series on Monday August 13, 2018.

The webinar series included sessions for each Health submodule, such as medication log, visit log, etc. as well as an overview session to show how to use the Health module in general and how it relates to other applications in the JMC suite such as Online Teacher. PowerPoint presentations used for these webinars are posted above. The sessions were recorded and within a short time we plan to post links to these videos on this page as well.

### OVERVIEW

The Health Module is school nurse software that ties together all of your school's health needs. This computerized health program allows you to easily manage, update, and query your students' health records. The health module allows you to see up-to-date parent contact information, health history, office visit logs, student medication logs, student medical emergency plans, and immunizations. In addition, parents can review their student's conditions, medicines and insurance in Student Information Forms. These forms are easily created in the Attendance module. The student's health information is stored in five categories:



# Questions?

- ▶ Feel free to contact us:
- ▶ JMC Technical Support
  - ▶ Talk with Us: 800-524-8182
  - ▶ Website: <http://www.jmcinc.com/health>
  - ▶ Support Tickets:  
<http://tickets.jmcinc.com/>
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