

**POMONA UNIFIED SCHOOL DISTRICT  
HEALTH SERVICES & PROGRAMS  
FIELD TRIP INHALER INSTRUCTIONS**

**To The Classroom Teacher Or Trained Designee:**

**FOLLOW THESE STEPS WHEN ADMINISTERING AN INHALER:**

1. Verify you have the right inhaler for the student.
2. Shake the inhaler.
3. Remove the cap from the inhaler.
4. Prime the inhaler pumping into the air, four (4) times away from the eyes or face.
5. If available, insert the inhaler into the aero chamber or the cardboard or paper extender.
6. Have the student exhale and surround the mouthpiece or extender with his mouth and lips.
7. When the student breathes in, push the canister down and have the student inhale and hold his breath to the count of ten.
8. Have the student exhale and observe the time so a minute (60 seconds) passes and repeat the steps 5 through 7.
9. Have the student drink water while waiting for the second puff.
10. Write down the time the inhaler was used on the attached sheet. Return the attached sheet to the health office along with the inhaler when you go back to school.
11. Complete the ‘Inhaler Used at School’ form and give to the student to take home.
12. Record the inhaler date and time in the medication logbook.

SECTION 3