Checklist for Administering Medication

__  1. Check that a parent/guardian signed the Medication Administration Permission form.

__  2. Read the information on the permission form. You should understand
  o what the dosage is
  o what route you will use to give the medication
  o the dates and times you will give the medication
  o any special instructions
  o possible reactions or side effects.

__  3. Unlock medication storage, take the medication out, and relock medication storage.

__  4. Make sure the medication is in the original container. Read the label to see if the medication needs to be handled a certain way and that it has been stored correctly.

__  5. Check that the name of the medication on the permission form is the same as the name of the medication on the container.

__  6. Check that the name of the child on the medication container is the same child to whom you will give the medication.

__  7. Check that the dates, times, dose and route on the medication container match the dates, times, dose and route permission form.

__  8. Wash your hands.

__  9. Give the exact dosage to the child using proper procedures to administer that type of medication by the stated route.

__ 10. Lock the rest of the medication in medication storage.

__ 11. Observe child for any reactions/side effects from medications.

__ 12. Write down dose amount, date, time and route on the Medication Administration Record. Record and report any reactions or side effects to parent/guardian.

__ 13. Sign the Medication Administration Record.