



1. Clean hands before preparing medication.
2. Read information on the medication container/envelope. If in doubt of dosage check with the nurse, parent or doctor. Give it exactly as ordered. Do not use one child's medication for another.
3. Do not give medication from an unlabeled container/envelope.
4. All drugs have the potential for causing side effects. Observe the student's response and report it to the parents, nurse, or doctor if changes in behavior or awareness, rash, complaints, or other untoward event occur. Do not give the next dose if side effects occur.
5. If a child does not retain a medication (for example spitting it out) re-administration (**should not be**) attempted unless you are sure none was retained.
6. Always report a medication error to the School Nurse immediately. The parent and often Poison Control should be notified.
7. Note the time the child took the medication. After returning to school, initial the nurse's medication log. This is for the student's and your protection.
8. The student may carry asthma inhalers or other physician ordered meds only in the event it is deemed necessary for good medical management of that same student, by the doctor, parent, and nurse and principal.
9. Personnel have legal protection while administering medication if school policy is followed.

### 5 Rights of Administering Medications

1. Right person
2. Right medication
3. Right time
4. Right dosage
5. Right route

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Signature of teacher/aide

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Signature of Nurse