



1. Wash hands with soap and water before preparing medication.
2. Read label on the medication container and compare with medication log. 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 or without a note from the parent/guardian.
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. The parent should be notified.
6. Always report a medication error to the Coordinator of Health Services immediately. The parent and often poison control should be notified.
7. Always check the medication log to be certain that the medication has not been given by someone else.
8. Initial the medication log after administering medication. This is for the student's and your protection.
9. Asthma inhalers may be carried by the student in the event it is deemed necessary for good medical management of the student, by the doctor, parent, nurse and principal.
10. Personnel other than the nurse should be selected by the principal; and a list of designated employees should be kept by the principal and the nurse. (This is a protection for the designated personnel, the principal and the nurse)
11. Personnel have legal protection while administering medication or other health room functions, 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

I have been inserviced regarding medication procedures.

Signature

Date

Nurse

Date