

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
 - what the dosage is
 - what route you will use to give the medication
 - the dates and times you will give the medication
 - any special instructions
 - 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 the type of medication by the stated route.
- 10) Return the remaining medication to its proper 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**.

