

## 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 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**.

