

Checklist for Giving Medications

A. Follow these steps and give the medication as prescribed.

- Compare all Six Rights* on the medication label against the medication authorization form.
- Verify that the medication has not already been given for that day and time.
- Administer medication to the child as directed by the prescriber's authorization form.
- Initial and record time the medication was given on the student's medication log**.
- Return the medication to a secure location.

B. Six Rights of Medication Administration*

1. Right Child/Student – a child's picture is helpful. No sharing of medications with other children.
2. Right Medication – verify the name on the medication label matches the prescriber's order.
3. Right Dose – verify the correct milligrams, milliliters, ½ tab, or full tab. If unsure, don't give.
4. Right Time – medication can be given 30 minutes before or 30 minutes after the scheduled time.
5. Right Route – verify with parents if their child has any issues taking their medication.
6. Right Documentation – follow Part C.

C. Right Documentation

Please ensure that accurate records are maintained for all medications administered to students. A separate medication log, either paper or electronic, must be kept for each student and each medication. If you are using a paper log, please use permanent ink.

These medication logs are permanent records and provide legal protection to those administering medications in a school setting.

The following information needs to be on the student's medication log**

- Student's name.
- Name of the medication, dosage and route.
- Time medication should be given.
- Special instructions; and
- Name and initials of the individuals giving the medication.