

Checklist for Accepting Medications

Child's Name _____

Today's date _____

Medication _____

Name of person accepting the medication _____

A. Before accepting any medications from the child's parent, go through items 1 – 7.

- 1. Verify RX label or OTC med matches the parent permission/doctor authorization form or health care plan by using the 6 Rights – Name, Med, Dose, Route, Time, Documents.
- 2. Must have an official health care plan for Severe Allergies, Asthma, Seizures, and Diabetes.
- 3. Check for a Parent and Doctor's signature within the last 12 months.
- 4. Check expiration date on the medication bottle, inhaler, or epinephrine device.
- 5. Open Albuterol inhaler box. View dose counter – minimum of 20 doses. Is a spacer included?
- 6. Open Epinephrine Auto-Injector box. Do you have the correct number of devices?
- 7. Count and document-controlled medications (Ex. Ritalin, Adderall) and Parent must sign meds in and out.
- Part A completed? Yes__ No__ Items missing? _____

B. Before storing the medication.

- 1. Make a medication administration log for every medication you receive.
- 2. Make a copy of the emergency medication health plan and store it with the medication.
- 3. Keep emergency medications readily available when at school and on field trips.
- 4. Assure teachers know the medical needs of their children and how to activate your EAP.
- 5. Keep emergency medications in a secure place, lock up controlled meds and routine meds.
- Part B completed? Yes__ No__ Items missing? _____

C. After medication is no longer needed.

- 1. Notify Parent to pick up medications (Give them 1-2 weeks to pick up medication)
- 2. Have Parent sign your medication log indicating that controlled medications were picked up.
- 3. If you dispose medication, document this and have an adult witness co-sign the med form.
- 4. Store all medications forms in the child's record for at least three years.
- Part C completed? Yes__ No__ Items missing? _____