

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**.

