SAMPLE PROCEDURE: Medication Administration

**Preparation:**

1. Assure privacy and confidentiality of student.
2. Give this task your full attention and avoid distractions.
3. Assure the work area is clean and well lit.
4. Give medications within 30-minutes of the scheduled time.
5. Considerations should be given for early dismissal days, and procedures should be in place to address regularly scheduled medication administration.

**Safeguards:**

1. Medication should not be given if it is not in the original container.
2. Do not give medication if you cannot read and understand the label.
3. Medications are to be administered to one student at a time.

**Steps:**

1. Ask the student their name and date of birth (check with picture if available) and compare this information with the student’s medication record.
2. Wash your hands.
3. Retrieve medication in its original container from secured storage, relock while administering.
4. Check label against medication record for: STUDENT NAME, MEDICATION, DOSE, ROUTE, and TIME. *Do not administer if there are any differences.*
5. Check the expiration date. *If expired, notify your school nurse and do NOT administer.*
6. Double-check label and compare with the student’s medication record.
7. Remove the medication lid/top and place it down so as not to contaminate the inside.
   * Do not touch medication at any time.
8. Do not leave the medication unattended *at any time.*
9. After administration, return medication immediately to the locked storage area in the correct place.
10. Document the medication administration per school procedure, including:
    * Student name and date of birth
    * Date and time given
    * Medication along with dose, and route
    * Person administering the medication14,22