

## Procedure for Assisting Student to Self Administer Oral Medication

1. Wash hands.
2. Identify the student.
3. Verify all pertinent information.  
check the name of the student, the name of the medication and the dose to be given when; taking medication from the storage area, before giving the medication and when recording the medication is given.
4. Remove the cap from the container and hold the cap in one hand and the container in the other.
5. Pour the medication into the cap of the container.
6. Transfer the medication from the cap into a cup if available and place into the student's hand.
7. Encourage the student to drink a full cup of water.
8. Verify the student has swallowed the medication.
9. Recap the bottle and return it to the proper place.
10. Record the medication as given on the medication administration record sheet.