

Reminders When Assisting Students to Self Administer Medications in the School Setting

1. Concentrate all efforts on the task assigned.
2. Be sure that the **Right medication** is being administered to the **Right student** in the **Right amount** at the **Right time** and by the **Right route**.
3. Be sure there is written parent authorization and medication administration record sheet for each medication given.
4. Be sure the information on the label of the pharmacy container, the parent authorization and the medication administration record sheet all match
5. Identify the student
6. Check the label and the medication administration record sheet before removing the medication from the pharmacy container.
7. Do not give a medication if you cannot read the label on the container
8. When measuring liquids make sure the quantity is measured at eye level.
9. When pouring liquids hold the bottle in a way that you pour away from the label side of the bottle so the liquid does not drip and obscure the label.
10. Wipe the liquid from the rim of the bottle with a clean piece of paper or tissue before returning the cap.
11. Be sure the student has taken the medication before he/she leaves the medication administration area.
12. Never record a medication as being given until it has been administered.
13. Hands should not touch medications
14. When pouring tablets or capsules, pour medication from the container into the container cap. Then Pour medication from the cap to a cup if available.
15. Do not leave the medication area unattended when medicines are being administered.
16. Do Not "borrow" medication from one student to give to another.
17. Do Not "combine" a student's medications.
18. Do Not "store or keep" medications at the end of the school year.