

Weber School District Medication Administration Check List

As school personnel designated to administer medication(s), you have been trained in the following procedures and responsibilities and are responsible to make sure each student receives their medication on time daily.

- Verify medication authorization form is signed by Physician, and parent. Do not accept any medication that does not have this authorization form signed by parent and physician.
- Use the medication check-in/disposal form on the back of the daily medication recording form to record:
 - student's name
 - the date
 - medication name
 - dose to be given
 - check if in a pharmacy bottle with proper label of name of student, medication name, and dosage of medication
 - if the physician's signature is on file (Medication authorization form)
- Count pills in front of parent, or record inhaler or epi pen was checked in
- Have parent sign form and you sign form
- Place medication in medication locked area along with authorization form
- Notify nurse of new form and medication
- Nurse will fill in the front of the daily medication recording form
- Nurse will administer the first dose of a **new** medication or a medication dose change
- Sign and initial bottom of the daily medication recording form
- When giving med follow five Rs:
 - Right name
 - Right drug
 - Right dose
 - Right time
 - Right route by mouth, shot, or inhaler
- Enter initials and time in the appropriate date and box on the daily medication recording form. If medication is not given, use codes on the bottom of the form to indicate reason for medication not given.

I understand and have been instructed/trained to administer Medications in the school setting.

Name of staff member

Date

