

Weber School District

Medication Administration Checklist

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 the medication authorization form is signed by the provider and parent. Do not accept any medication that does not have this authorization form signed by a parent and health care provider.
- Use the Medication Check-in/Disposal form to record:
 - Student's name
 - Date
 - Medication name
 - Dose to be given
 - Checkmark if in the original pharmacy bottle with proper label including name of student, medication name, and dosage of medication
 - Checkmark if the health care provider's signature is on the medication authorization form
- Count pills in front of parent, measure liquid medications, or record 1 inhaler or epi pen was checked in
- Have parent sign Check-in/Disposal form and then you sign form
- Place medication in medication locked area along with the authorization form
- Notify nurse of new form and medication
- Nurse will set up medication to be administered in PowerSchool
- Nurse will administer the first dose of a new medication
- When giving medication, follow the Six Rs:
 - Right student
 - Right medication
 - Right dose
 - Right time
 - Right route (by mouth, injection, or inhaler, etc.)
 - Right documentation
- Document that you administered the medication in PowerSchool

I understand this checklist and have been instructed/trained to administer medications in the school setting.

Name of staff member

Date