

Checklist for Administering Medication

- ___ 1. Check for the permission slip signed by the parent.
- ___ 2. Take the medication out of the locked storage area.
- ___ 3. Double check the amount of the dosage.
- ___ 4. Give the exact dosage to the child.
- ___ 5. Return any remaining medication to the locked storage area.
- ___ 6. Write down the time and the dosage given.
- ___ 7. Sign the medication log.

All medications given to children by the facility staff must be in the original container. No medication can be given without written permission from the parent. The parent must indicate in writing the name of the medication, the exact dosage, the times to be given each day, the days to be given, the name of the child, and they must sign this request. Medication that must be refrigerated must be kept in a locked box in the refrigerator.