



## Medication Administration Skill Check List-Field Trips

### Knows Policy on Medication:

- All medications (prescription and over-the-counter) require a doctor's order signed and dated by physician and parent. (**Authorization for Administration of Oral Medication at School**)
- Medications must be in original prescription bottle or container.
- Medications must be kept in secured/locked area.
- As required by law only designated and trained school staff may give medications.

### Procedure:

- Paperwork:
  - Make copy of "**Authorization for Administration of Oral Medication at School**" to accompany medication.
  - Obtain "**Field Trip Medication**" sheet to accompany medication.
- Familiarize self with all medication the student will be taking.
- Check possible side effects and know what to do if problems occur.
- Check doctor's order (Authorization for Administration of Oral Medication at School) against label on school medicine bottle.
- Store paper work and medication in secure place.

### How to administer medication:

- Check:
  - Ask the student his/her name.
  - Verify it is the correct medication.
  - Verify it is the correct time to give medication.
- Ask if student has already received medication.
- Place medication into paper cup or student's hand.
- Offer student water or other beverage.
- Watch student swallow medication.
- Record date and time medication was given on "Field Trip Medication" record sheet and sign.
- If medication was wasted or destroyed, have witness co-sign with you and give reason.
- If there are any questions regarding medication, please contact school nurse.
- Return medication to school office.
- Document appropriately in medication book.

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 Staff Person/Trainee

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 Date

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 Name/Position of Trainer

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 Date