Before administering medications,

**STOP AND READ!**

⇒ Is this the right **student**? Ask the student their name, their whole name. Check the medication container for the student’s name.

⇒ Is this the right **medicine**? Check the medication container against the order sheet, medication administration log or computer screen to assure that the container has the correct medication to be administered.

⇒ Is this the right **dosage**? Check the medication container against the order sheet, medication administration log and/or computer screen to assure that the correct dose is to be administered.

⇒ Is this the right **route**? Check the medication container against the order sheet, medication administration log and/or computer screen to assure that the route is correct. Pour the oral medication in the cup and give to the student. Inhaled medication is administered through a spacer.

⇒ Is this the right **time**? Check the medication container against the order sheet, medication administration log or computer screen to assure that the time corresponds to the time ordered. Most medications may be administered up to one hour before or after the time listed on the label. Contact the school nurse or parent if there is a longer time discrepancy.

⇒ Is this the right **documentation**? Document after the medication is administered using either the electronic SIS or SHSG Form H-3-2-1. If using the paper log the time and your initials must be entered in the date block AND you must sign the signature block.

⇒ Is this the right **reason**? Confirm the rational for the ordered medication. Ask the student the reason they are taking the medication.

⇒ Is this the right **response**? Document monitored response to the medication. (i.e., improved peak expiratory flow rate, decreased discomfort, improved blood glucose levels)

⇒ If there is a discrepancy at any point, do not administer the medication. Contact the school nurse or administration.

***Students daily Peak Expiatory Flow Rate should be noted on the flow sheet and medications administered accordingly.***