

# Medication Administration

School staff who will be administering medication to students must be familiar with Provincial [Guidelines for the Administration of Medication](#) to students and must refer to the student's *Authorization Form and Directions for Medication Administration*.

The most common routes to administer medications at school are **oral** (by mouth), **inhaled** (directly into the lungs) or **topical** (applied to the skin). Medications required to be given any other way require specific training with the School Health Partnership Nurse.

## 1. Perform hand hygiene

Use alcohol-based hand sanitizer or wash hands with soap and water. Put on gloves if required to directly touch the medication.



## 2. Gather your supplies

- Signed *Authorization Form and Directions for Medication Administration* form
- *Administration of Medication Record* (with a photo)
- The medication in the original pharmacy labeled container along with anything needed to administer the medication (e.g. drink, syringe, aerochamber)

## 3. Prepare the Medication and Check The 6 Rights

- Prepare and administer medication for one student at a time in a quiet area.
- Check the medication with *Authorization Form and Directions for Medication Administration*.
- Check the 6 Rights:
  1. **Right Student**
    - Confirm you have the right student in two different ways (e.g. ask name, date of birth, photo)
    - A second staff person must confirm student identity if student is non-verbal
  2. **Right Medication**
  3. **Right Dose**
  4. **Right Time**
  5. **Right Route**
  6. **Right Documentation**



## 4. Administer the Medication



Double-check that you are giving the **Right Medication** and **Right Dose** at the **Right Time**, the **Right Route** to the **Right Student**.

*Stay with the student until you are sure the medication has been taken*

## 5. Document Immediately



Record that the medication was given on the *Administration of Medication Record*.

## 6. Perform Hand Hygiene

Remove gloves (if wearing) and use alcohol-based hand sanitizer or wash hands with soap and running water.



## Medication Errors

If a medication error were to occur (e.g. wrong drug and/or dose given, missed dose, wrong time and/or student), notify your school administrator or designate immediately.