

# Checklist for Accepting Medications

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Medications \_\_\_\_\_

## A. Before accepting medications from Parents

- 1. Compare RX label to Doctor's authorization form or health plan using the 5 Rights.
- 2. Must have an official health care plan for Severe Allergies, Asthma, Seizures, and Diabetes.
- 3. Check for a Parent and Doctor's signature within the last 12 months.
- 4. Check expiration date on the medication bottle, inhaler or epinephrine device.
- 5. Open Albuterol inhaler box. View dose counter - min 20 doses. Is a spacer included?
- 6. Open Epinephrine Auto-Injector box. Do you have the correct number of devices?
- 7. Count and document-controlled medications (Ex. Ritalin, Adderall) and Parent must sign meds in and out.

Part A complete (Staff signature) \_\_\_\_\_ Date \_\_\_\_\_

## B. Before storing medication

- 1. Make a medication administration log for each medication.
- 2. Make a copy of the emergency medication health plan to store with the medication.
- 3. Keep emergency medications readily available when at school and on field trips.
- 4. Inform necessary staff that a child in their care has an emergency medication.
- 5. Keep non-emergent medications in a secure place and lock up all controlled medications.

Part B complete (Staff signature) \_\_\_\_\_ Date \_\_\_\_\_

## C. After medication is no longer needed

- 1. Notify Parent to pick up medications (Give them 1-2 weeks to pick up medication)
- 2. Have Parent sign your medication log indicating that controlled medications were picked up.
- 3. If you dispose medication, document this and have an adult witness co-sign the med form.
- 4. Store all medications forms in the child's record for at least three years.

Part C complete (Staff Signature) \_\_\_\_\_ Date \_\_\_\_\_

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