



Handout 2.6

BEST PRACTICE TECHNIQUES FOR MEDICATION DOCUMENTATION

There must be a record of all medications administered at a child day program. A Log of Medication Administration is a useful tool in documenting the administration of medication and communicating to other providers in the program that the medication was given. When you document all medication administered in the program, you help to prevent medication errors, including a child missing a dose of medication or a child receiving a medication dose that has already been given.

Best practice techniques for documenting medication administering in a child day program include:

- Document all medication administered in the program, including over-the counter topical ointments, sunscreen and topically applied insect repellent (per regulations)
- Use one log of medication administration for each medication an individual child is taking
- Document the medication administration immediately after you give medication
- Write in ink
- Document the administration in a well-lit area
- Write legibly
- Always document the dose administered, time of administration (designate AM or PM) and who gave the medication to the child
- Document all side effects you observe in the child
- Document the specific symptoms the child showed that necessitated the need to give an “as needed” medication
- If a medication was not given, document the reason why
- If an error is made while documenting, cross out the incorrect information with a single line and write “error” and your initials next to it. Then write the correct information. DO NOT use white-out.

Ex. Dose: ~~Two drops~~ – Error MW

Dose: One drop