



THE FIVE RIGHTS OF SAFE MEDICATION ADMINISTRATION

1. RIGHT MEDICATION

- Medication must be in a properly labeled original container
- The medication supplied by the parent must exactly match the Written Consent Form
- Generic medication cannot be accepted as a substitute for brand name medication. If the child's health care provider wrote both the generic name and the brand name on the written instructions you can accept either the generic or brand name medication from the parent.

2. RIGHT TIME

- Check the Medication Consent Form for the time the medication is to be given
- Plan to give medication no more than 30 minutes *before* the scheduled time and no more than 30 minutes *after* the time indicated on the child's Written Medication Consent Form
- Check the child's Log of Medication Administration to see if the medicine has already been given by another caregiver
- For "as needed" medication, the right time to administer the medication is when the child is showing the symptoms specified by the child's health care provider on the Written Medication Consent Form
- Be aware of any doses of an "as needed" medication the child may have received while not in your program so you know that you are giving the medicine when a new dose can be given as written by the child's health care provider

3. RIGHT DOSE

- Give the exact amount of the medication specified on the Written Medication Consent Form and the pharmacy label
- Use the correct administration tool supplied by the parent to measure the dose accurately

4. RIGHT ROUTE

- Check the Written Medication Consent Form and medication label for the route the medication is to be given

5. RIGHT CHILD

- Protect Confidentiality
- Verify the name on the Written Medication Consent Form matches the name on the medication label
- If you do not know the child, check the child's identity with a reliable person and ask the child his/her name
- If possible, verify the child's identity by having a current picture of the child stapled to the Written Medication Consent Form

Be Safe: Follow the Five Rights Every Time You Give Medication