

Daily Log of Medication Administration Sheffield-Sheffield Lake City Schools

Signatures of Individuals Dispensing Medication

School

Month

Month:

Year:

Name	Medication Dosage	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	Mon	Tue	Wed	Thr	Fri	

- X-Absent
- R-Refused
- NS-No Show
- DC-Discontinued

Administrative Procedures for Recording of Medication

1. After medication is given, the person who gave the medication will initial or sign the appropriate time space under the correct date on the record.
2. If medication is not given or taken, use appropriate code and/or note reason
3. If medication is given on a PRN or "as needed" basis, record the time it is given on the medication record, and reason it was given.
4. Medications regularly given away from the facility will be documented according to the school board's policy: e.g., field trips, outdoor education.
5. Initials on the medication record must correspond to the full signature of the appropriate list.
6. The medication records if a legal document. No erasures or correction fluid are to be used. Only ink is to be used.
7. If an error in recording occurs, draw a single line through the error, write the word "error" above the entry, correctly record the medication, initial and date.
8. We are obligated to see that children receive the medications, as ordered. All reasonable attempts should be made to give medication

Reportable Situations

Speak to the nurse about:

1. Any concerns you may have regarding the individual receiving his medication.
2. Any missed doses of medication, suspected adverse reactions to medication, medication errors or situation identified by the facility's procedure.
3. Emergency situations: Follow school's emergency procedures