Skills Practice Tools:
Giving Medication Safely

You know the importance of matching the *Five Rights* written on the consent form with the information written on the medication label or package. You will match this information three times when:

1. **Getting ready to give the medication:**
   - Look at the child’s log to make sure the child didn’t get the medication already.
   - Get the correct child and make sure the child is ready to get the medication.
   - Wash your hands and the child’s hands.
   - Once the child is ready, bring the child’s consent form to where you store the medication and match the *Five Rights*.
   - Child’s full name □ medication □ dose □ route □ time
   - Once you take the medication from the storage area, you must never leave it in a place that is accessible to children.
   - Check the instructions and package information to see if there are any special instructions for giving the medication, such as with food or on an empty stomach.
   - If you did not check the expiration date on the consent form and medication at the beginning of the day, check it now.
   - Follow the instructions to prepare the medication. This will be different depending on the route and the medication. Look at the package or insert, if needed.

2. **Giving the medication:**
   - Match the *Five Rights*.
   - Child’s full name □ medication □ dose □ route □ time
   - Give the medication by following the instructions written on the package, the consent form and any special instructions for the way you are giving the medication. (See Handouts 7.1 – 7.8.)

3. **Writing down that you gave the medication:**
   - Immediately write down that you gave the medication in the child’s log before you return the medication to the storage area or return the child to the group.
   - As you write, match the *Five Rights*.
   - Child’s full name □ medication □ dose □ route □ time
   - Return the medication to the storage area immediately after you write down that you gave the medication.
   - Wash your hands and the child’s hands again.
   - Help the child return to the group.