

Administration of Oral Medication Direct Observation for Medication Administration Audit

To be completed by the school nurse as part of a systematic medication administration audit. The school nurse should observe each school employee, authorized to administer medications, at least annually.

Individual administering medication: _____

Individual completing direct observation: _____

Medication Administration	Initial Observation	Additional Observation	
	Date:	Date:	Date:
1. Verbalizes where applicable policies, procedures, and protocols are located.			
2. Verbalizes what constitutes a medication error and close call.			
3. Verbalizes what steps to take if an error or close call were to occur.			
4. Gathers necessary supplies.			
5. Performs hand hygiene.			
6. Medication is stored in appropriate location with appropriate level of security (single/double lock).			
7. Checks for authorization forms/record			
8. Demonstrates appropriate infection control measures when preparing and handling medication. a. Demonstrates how to put on disposable gloves if necessary.			
9. Checks for the Five Rights			
a. Identifies the right student. i. Uses two methods to verify student's identity.			
b. Identifies the correct time			
c. Verifies medicine container matches authorization forms and MAR.			
d. Verifies the dose on medication container matches authorization form and records.			
e. Verifies the medication is in the correct route as identified on medication container, authorization forms and medication record.			
10. Ensures that the medication has not expired.			

11. Rechecks the Five Rights			
a. Identifies the right student. i. Uses two methods to verify student's identity.			
b. Identifies the correct time			
c. Verifies medicine container matches authorization forms and medication administration record			
d. Verifies the dose on medication container matches authorization form and records			
e. Verifies the medication is in the correct route as identified on medication container, authorization forms and medication record.			
12. Dispenses medication without touching medication.			
13. Administers the medication.			
14. Stays with the student until all the medication(s) are taken.			
15. Never leaves medication unattended.			
16. Offers/encourages sufficient fluids with medication(s).			
17. Gives respect and privacy to the student during medication administration.			
18. Secures the medication in an appropriate location.			
19. Documents the date, time and dose of medication given in the Medication Administration Record.			
20. Initials or signs documentation on MAR.			
21. Verbalizes how to document irregularities, such as student refusal, dropped medication, and/or medication error.			
22. Identifies which medications need to be counted and how often.			

Individual administering medication signature: _____ **Date:** _____

Auditor's signature: _____ **Date:** _____