

# Standardized Steps to Medication Administration

1. Don NIW, Open E-mar
2. Look up meds for last dose given time & allergies
3. If unfamiliar, look up med, check for rationale, dose/kg, method of administration, food/drug interactions
4. If any discrepancy, verify by:
  - Checking notes in chart
  - Speak with physician &/or pharmacist
5. prepare meds without interruptions, labeling all syringes
6. Take med(s) to patient
7. Check 2 pt identifiers
8. Use correct developmental approach; explain to parent/pt in detail what you are going to do, i.e., "This is your amoxicillin, it is an antibiotic. A side effect might be a rash".
9. Remain with pt until med is taken/given. **DO NOT leave meds at bedside** with pt or parent. If unable to administer med, return med to med cart labeled for later admin.
10. Remove NIW, return to hook
11. Document med within 1 hour of administration. If med is PRN, document response within one hour of administration
12. Say "that was easy"!

